



PHILMONT COUNTRY CLUB

Est. 1906

General Information

Menu Selection

Enclosed for your review are our banquet menus. The prices quoted are current.

We pride ourselves on the creativity, uniqueness and sophistication of our special menus. To ensure that your event proceeds smoothly, all aspects of the event should be finalized six (6) to eight (8) weeks in advance. At your request, our Catering Sales Specialist will design special menus and offer suggestions for lighting, flowers, decoration and entertainment. Please note that it is the Club's policy that no food or beverage, other than a specialty cake and candy may be brought into the club from outside sources. The Catering Sales Specialist will give you a floor plan of the room 6-8 weeks prior to the event. Depending on your final counts, there will be certain places 10 and 12 top tables must be placed. The floor plan will be by the discretion of the Catering Sales Specialist. They will do their best to accommodate you depending on the layout of the room and your final count.

Beverage Service

The sale and service of alcoholic beverages are regulated by the Pennsylvania Liquor Control Board. As a licensee, we are responsible for the administering of these regulations. It is the club's policy; therefore, that liquor cannot be brought into the club from outside sources. In accordance with state law, no person under the age of 21 years will be served alcoholic beverages. Therefore, the showing of proper Identification is required upon request. Guests are strictly prohibited from serving alcoholic beverages to minors. Failure to comply with state law will result in discontinuation of bar service.

No “*shot*” drinks will be served to guests.

Guaranteed Service

The Club will request a preliminary count 10 days prior to the function. This final count is due in our office 5 days prior to the Function by 12:00 noon. A minimum of 150 people is required for a Saturday Evening during the months of April, May, June, September, October, November and December. When having a Bar/Bat Mitzvah, the minimum count remains 150 people with the minimum of 100 adults. The remaining count may be children. Should the actual attendance be less than the guaranteed, the host is responsible for the number guaranteed. If no guarantee is received 5 days, the bill will be prepared reflecting the number of guests indicated on the function contract or actual attendance whichever is greater.

Deposit, Payment and Cancellation Information

Prices are guaranteed upon receipt of \$1,000.00 Non- Refundable deposit. A 50% Deposit is Due Eight Months prior to the Event. An additional 25% Deposit is Due Three Months prior to event, with the Balance being Due Five Days before the Event by Cash, Certified Check, or Bank Check. **All Deposits are Non-Refundable and Non-Transferable.** In the event that the time or date of an event is changed or the event is cancelled, Philmont Country Club shall have the right to retain the deposit as liquidated damages. In the event the Patron cancels the function less than six months prior to the date, the balance remains due in full based on the minimum guaranteed counts. Philmont requires that 100% of the estimated balance be paid 5 days prior to your function. Members must pay 95% within 5 days. Balance is due for all functions within 5 days after the function. Overdue payments will bear interest at the rate of 1 ½ percent per month.

Function Hours

Afternoon affairs are 4 hours in length and evening affairs 5 hours. Day affairs must end by 5:00 PM. Evening affairs start at 7:00 p.m. and conclude at 12:00 a.m. unless otherwise noted in contract. For any parties that run beyond five hours, there will be an additional service charge of \$1,000.00 per half hour. No Exceptions.

Contracts, Rules and Regulations

Enclosed in this package are Philmont Country Clubs rules and regulations for all of your independent contractors. The host is responsible for the conduct and performance of any and all independent contractors involved in his or her party. Please provide the Catering Sales Specialist with a list of all vendors including phone numbers. You must contact all vendors with rules and regulations of the Club, most specifically obtaining insurance certificates from the vendors. **Please read, sign and send a copy back to us no later than 2 weeks prior to your function.** Philmont Country Club is not able to accommodate all requests due to logistics and our physical building. These requests should be discussed at the first meeting with Philmont Country Club.

**Decorators, Florists, Photographers, Videographers,
Bands and Entertainment**
Rules, Regulations and General Information

Insurance

All decorators and florists must provide Philmont Country Club with current insurance certificates. Liability coverage must be no less than one million dollars (\$1,000,000). Decorators are responsible for liability coverage of all Subcontractors and must provide the Club with copies of current insurance certificates.

Access to and from the Clubhouse

Afternoon Affairs – the Clubhouse opens at 8am unless otherwise arranged through the Catering Manger.

Evening Affairs – If an afternoon affair is booked, access to the Clubhouse will be at 5pm – no exceptions.

All deliveries must be made from the loading dock entrance. NO deliveries will be permitted through the main entrance

**** We require that custom cloths be made available to Philmont Country Club forty-eight (48) hours prior to the affair. ****

Photographers – Photographs are to be taken in the contracted rooms only. The Catering Manager prior to the event must approve pictures taken outside of the contracted rooms.

You will note that in the following Clubhouse Rules that Philmont Country Club expects the facility to be left in the same condition it was found with respect to clean up following each affair.

Club House Rules

- No tape, nails or staples may be used on ceilings or walls. Nothing is to be attached to ceilings or walls without permission.
- Drop cloths must be used when assembling floral arrangements.
- No club property may be moved without permission from the Function Manger.
- Extension cords must be securely fastened to floors and carpets.
- Philmont Country Club will NOT provide labor or club materials to assist decorators.
- The decorator must remove all trash, props, and centerpieces.
- Club facilities must be left in “broom clean” condition. All decorations, tablecloths, centerpieces, etc. are to be removed immediately after the affair. Philmont assumes no liability for any lost, stolen or damaged items from a contractor or guest.
- Club policy prohibits the use of alcohol to independent contractors and their staff. The club will not provide food service for independent contractors unless specific arrangements have been made. Consumption of Hors D'Oeuvres is not permitted.

I have read the above rules and regulations and will comply.

Signature _____ Date _____