



Cross Creek Catering Guide 2021

Available Rooms:

Plantation View Room Includes Veranda	Minimum 30 people
Bogey Bar and Grille Includes patio	Minimum 30 people
Entire 2 nd Floor & Bogey Bar & Grille	Minimum 100 people

Food Minimum:	Continental Breakfast	\$ 8.00
Per Person	Breakfast	\$12.00
	Lunch	\$15.00
	Dinner	\$24.00
	Hors d'oeuvres Receptions	\$22.00

Includes beverage service (tea/coffee/water). Bartending services are available (not included). Set-up and take-down fees applicable which include tables, chairs, linens, plates, glassware and flatware.

MEMBER EVENTS

Members and Immediate Family only (specified as mother, father, son, daughter) or a company owned by a Member are encouraged to use the Clubhouse or selected rooms in the Clubhouse at \$ 5.00 per person. However, the food minimum must be met, and services are subject to gratuities, taxes and set-up and take-down fees. All charges can be applied to the member account or may be paid with cash, check or credit card.

MEMBER SPONSORD EVENTS

Whereas, a member does not host or attend an event, a member may sponsor a non-member(s) or company who wishes to hold an event at the Clubhouse. If the food minimum is met, a \$ 10.00 per person room fee is applied. Services are subject to gratuities, taxes, set-up and take-down fees. All charges can be applied to the member account or may be paid with cash, check or credit card by the member. If the non-member elects to pay, charges must be paid in advance prior to the event. Property damages incurred and not paid for by host are charged to member sponsor.

CLUB SPONSORED EVENTS

Cross Creek will gladly host an event for an individual who is not a member, whose immediate family does not have membership, or a company not owned by a member. All charges must be paid in advance prior to the event. If the food minimum is met, a \$ 10.00 per person room fee is applied. Services are subject to gratuities, taxes and set-up – take-down fees. The client will pay for any property damages incurred.

NON-FOOD EVENTS

Members may use the rooms for non-food events (meeting, seminars, etc.) at no charge; however, set-up, take-down fees are applicable.

Those sponsored by a Member or the Club where food minimums are not met, the following daily room charge will apply:

	Sponsored by Member/Club
Plantation View Room	\$1000
Bogey Bar and Grill**	\$800
West Wing East Wing	
Entire 2nd Floor & Bogey Bar and Grille**	\$2000

** Not available during regular business hours.

Banquet Event Order

Client Name:

Location:

Function:

Date:

Time:

CC Contact:



CC CATERING POLICIES 2021

CLIENT (YOU)			CC (We)	
Client Name			LOCATION (P&V Room, Bogey Bar& Grille, Card Room, Etc...)	
Title			CC Contact (s)	
Company Name				
Address			FUNCTION	
			DATE	
			START TIME:	
Sponsor			Room Set-Up	
Phone				
Cell			# of People Expected	
Fax				
Email				
Other:				

The terms and conditions of this agreement between you and the CCP are intended to clarify and communicate the commitments between the 2 parties to assure the result of your event is to your expectation.

1. GUARANTEES

For all private functions, you must inform us at least 7 days before your event, in writing, of the exact number of people who will attend your event. If the event is held, and the number people attending the event are below your signed guarantee, you agree to pay for the total amount specified in the Event Order. You will be charged based on the event guarantee that you gave us or the anticipated revenue indicated at the time you signed this agreement, whichever is greater. We cannot guarantee all items on contract if there is more than a 5% overage from the signed guarantee. We will not prepare 5% or less over your guarantee if there are no additional attendees to your signed guarantee. On the day of your event, should the number of attendees increase by 5% or less, please be notified that this 5% extra is in unprepared food and we will need extra time to serve the food to your guest. If additional meals are requested after the guarantee is given, please notify us immediately. Should the number of guests exceed your final guarantee on the night of the event, you will be charged for those additional attendees and payment will be due immediately after the function. If the Food & Beverage Department does not receive the requested guarantee, the original contract amount will be charged.

2. FOOD FACTS

All Food and Beverage must be purchased exclusively from CCP. (Specialty Cakes can be excluded with prior arrangement). A fee of \$500.00 will be added to your final bill for any outside food found in the event room(s). A final and complete menu decision must be submitted to us at least 3 weeks prior to the function. We reserve the right to make reasonable substitutions on the menu to meet the changes in market prices/availability. Prices quoted on catering brochure and menus are current and subject to change. Should a change occur in prices or availability, we will notify you as soon as possible. Once the date of the event is secured with a deposit, prices will not increase more than 5% in 6 months. Any buffet food or beverage not consumed during the event cannot be removed from premises due to the Health & Food restrictions provided by DHEC. Upon request, unused plated food/dinner can be boxed for an additional charge of \$1.00 per box.

3. BEVERAGE SERVICE

Only our servers and bartenders may dispense alcoholic beverages that are served on our premises. CCP's alcohol beverage license requires verification of proper ID (photo ID) of any person who in our judgment appears to be under the legal age. We reserve the right to not serve any person who appears too intoxicated. CCP, as a licensee, is responsible for the administration of the sales and service of alcoholic beverages in accordance with South Carolina's State legislation. It is a HOUSE policy, therefore that CCP supply all alcoholic beverages. All beverage items are subject to applicable service charge and sales tax.

4. FUNCTION ROOMS/ ASSIGNMENTS

Function rooms are held only between the hours indicated on your confirmation. We assign function rooms based on the guaranteed number of attendees. Final confirmation of rooms can be made at the time the guarantee is given. All rooms subject to change. If you require a room to be reset, you will be charged an additional 500.00 resetting fee.

5. DEPOSIT REQUIREMENTS

The following is required to guarantee your program: A deposit of the banquet room rental within 15 days of signing your contract policy form. This deposit is nonrefundable and will be applied to your master account.

6. PAYMENT SCHEDULE

You will pay the entire contract price in cash or by certified check at least 7 days prior to your function or by personal bank check two weeks prior to your function. We may terminate this agreement and retain the portion of your deposit or seek additional amount necessary to equal the cancellation fee provided in paragraph 7 if payment is not made as agreed. All charges can be made by credit card VISA/MC/AMEX.

Signature(s) will be required on the banquet check at the time the meal is served verifying the number of additional attendees served, if any. All additional charges are to be paid immediately following the function. All payments by credit card will be authorized for the total amount 7 days prior to the function.

7. CANCELLATION POLICY

Based upon our verbal/written agreement, CCP INC., in good faith, reserve facilities and dates stated herein. Your commitment has a value to us and the value of your commitment in conjunction with our reliance on your group's financial performance grows in value as your arrival date approaches. Accordingly, please note the cancellation policy is based on the percentage of the total estimated revenue and the lead time for such cancellation.

*90 days or more prior to the event- Loss of deposit

*89-60 days prior to the event = 40% of estimated revenue

*59-30 days prior to the event = 50% of estimated revenue

*29- less days prior to the event= 60% of estimated revenue

This agreement will bind CCP and the person signing this agreement and the person responsible for payment to the preceding terms for the function date of [noted on page 3](#).

8. SERVICE CHARGES AND SALES TAX

All charges are subject to applicable sales tax/use tax plus 20% service charge.

9. SECURITY

CCP cannot responsible for damage or loss of any articles or merchandise left on the premises. Security arrangements should be made for all merchandise or articles setup prior to the planned event r left unattended for any time. Any attendance of 200 or more requires event planner to supply 2 (two) uniformed security guards for crowd control.

10. OVERTIME CLAUSE

Should your function need to run beyond the contracted time, approval must come from CCP Management on duty. Upon approval, overtime charges will be assessed.

11. DAMAGES

CCP shall not assume responsibility for damage or loss, due to any reason, for merchandise or articles brought into our premises or any items left unattended. Any damage to our premises, furniture, fixtures, equipment, etc. by your guests or people associated with your guests or your hired personnel, such as band members, DJ's, florists, etc. will be billed to the person who is monetarily responsible for invoice payment.

12. ENTERTAINMENT

We request the HOST be careful when selecting musicians. Consideration must be given to the size of the group and sound equipment used. Arrangements must be made with CCP in advance for band arrivals, setup and electrical hook-ups. Bands and DJ's must have their equipment out of the building immediately following the function or a storage fee will be incurred. A surcharge will be attached to final billing if extra power and labor is necessary for a band or DJ's setup.

13. AUDIO/VISUAL EQUIPMENT

A wide selection of Audio/Visual Equipment and service are available on a rental basis, A 72-hour notice is required, or an additional service fee will be applied. Equipment order cannot be cancelled within 72 hours before the event and all charges for such order would be payable.

14. SIGNAGE

Signs, banners, posters or any other items may not be affixed to any walls, ceiling, or doors, etc. without advanced permission from the CCP Management. Birdseed, bubbles, flower petals, and any other items to send off wedding couples must be used outside the facility. A cleaning charge will be incurred if these items are used inside the facility. If you want to hang a banner, you must let your event planner know 24 hours prior to the event.

15. PACKAGE RECEIVING/STORAGE/ELECTRICAL/TELEPHONE

We will accept packages within 5 days of your event. For large shipments, CCP can recommend additional storage facilities. Packages need to include the following on the address label: Name of group/company, name of contact, Event date and name. No COD accepted and CCP accepts no responsibility for stored items. Special electrical needs should be arranged at least 10 days prior to your event. Charges will be based on materials, labor involved and power drain.

INDEMNITY

The person who is financially responsible for the event/function assumes responsibility for any claims for loss or damage to itself or its exhibitor’s displays or equipment on our premises. This person shall also indemnify and hold CCP, INC. harmless for any injury to persons or any damage except in claims due to CCP’s Gross negligence.

I have read the above arrangements and catering policies. To confirm these arrangements, please review, initial where indicated, sign and return to CCP by_____. A deposit in the amount of_____ is due on_____ Final Menu is due on____Final number of guaranteed guests is due on_____. Should the final guarantee number not be received by the above date, the SET FOR number on page 1 will be the basis for the billing charges. Food, Beverage, A/V and Rental prices are subject to service charge and sales tax will be added to charges outlined above.

CC Representative

DATE

CLIENT SIGNATURE

DATE



Liquor Release Policy

I agree to take full responsibility for the provision and consumption of any and all alcoholic beverages provided at the event which I, _____
will host at _____
on _____(date)

CROSS CREEK is released from all responsibility related to the provision and consumption of alcoholic beverages at this event. I have obtained a Certificate of Insurance policy to cover liability for this event. A copy must be presented to the Club, 72 hours prior to the event.

Host Signature _____ Date _____

Manager Signature _____ Date _____