

BALLROOM GENERAL INFORMATION



1. Service Charge & Sales Tax: All food charges are subject to 20% service charge and applicable sales tax. All liquor and wine charges are subject to 20% Service charge and sales tax. The service charge remains the property of the Club, not the employee. Due to market fluctuations in food and supplies, prices are subject to change up to 30 days prior to the event.
2. Centerpieces and Decorations: We welcome you to bring in your own floral arrangements, linens, candles etc. but please review these items with the Catering Department. Please do not have these items delivered more than TWO HOURS prior to your function. No confetti or glitter is allowed to be used in the Club.
3. Music and Entertainment: All entertainment must be set up before your guests arrive, finish by 12:00 midnight and refrain from consuming alcoholic beverages on Club property. All entertainment equipment must be picked up at the end of the function.
4. North Oaks Golf Club must provide all food and beverage, with the exception of wedding cakes. Due to health standards, the Club specifically prohibits the removal of any food and/or beverage from the Club premises.
5. Menu tastings may be prearranged through our Catering Department and a 48- hour notice is required. Tastings are not provided on a complimentary basis, therefore payment must be by cash or check (no credit cards).
6. A room rental of \$900.00 will be incurred for the use of the Lakes Ballroom.
7. A final guest count guarantee must be provided 72 hours prior to your function. If the Catering Department does not receive a guaranteed number, we will assume the maximum number of people expected as your guaranteed number.
8. A non-refundable deposit of \$1000.00 and a signed contract is required in order to confirm a date. Your deposit will be credited towards the total bill for your function.
9. Valet parking is available for ballroom functions. The cost of this service is \$65.00 per parker. The catering office will determine the number of parkers required per function.
10. The maximum capacity of the Lakes Ballroom is 250 people.
11. The Club will not permit the affixing of anything to the walls, floors, ceilings or outdoor poles with nails, staples, tape or other substance unless the management gives approval. No confetti or glitter is allowed to be used in the Club.
12. Any damage to Club property caused by an attendee, performer or set up person shall be the responsibility of the host of the event and cost of any repairs will be billed to the host of the event. The Club reserves the right to charge a cleaning fee to restore the property to its original condition.
13. The Club will not assume any responsibility for the damage or loss of any merchandise or articles left on premises before, during or after your function.
14. Deliveries: Please do not have flowers, cakes, decorations etc. delivered more than TWO hours prior to your function.
15. There is no smoking allowed in the Lakes Ballroom or the Hill Room.

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