



Banquet Policies

Guarantee Policy – Flint Golf Club must be notified of the exact number of guests attending a function, and any special dietary needs, five days prior to the event. This number is considered the guarantee. Flint Golf Club will set up and prepare for the guaranteed number of guests. If Flint Golf Club does not receive a guaranteed number before five days prior to the event, we will use your last indication of expected guests to be the guarantee and bill accordingly. We cannot guarantee accommodation to any special dietary needs, if not given with your final guarantee.

Booking Procedure – To insure accurate communication, necessary to make your function as successful as possible, we prefer to work with one person in the planning of your event. Banquet Menu selections and all details, including room arrangement and equipment needs are needed two weeks prior to your event. The following are guidelines to be used for your function:

20 people or less may order off of the appropriate menu.

11 – 30 - limited menu of three choices is required.

Functions of 30 or more must select the menu from our banquet buffet or plated selections.

Our Executive Chef will be available for consultation. We cannot guarantee pricing.

Menu price is locked once the menu is confirmed.

Buffets- Flint Golf Club prepares buffets based on the final guarantee. If the guests exceed the prepared amount of food based on your final guarantee, Flint Golf Club will charge accordingly.

Plated Meals- Flint Golf Club prepares plated meals based on the final guarantee. If the guests choose to change their order and the number of prepared plates is higher than the final guarantee, Flint Golf Club will charge accordingly. Assigned seating is required for multiple plate option meals, along with a system of identifying each guest's entrée choice and the system must be communicated to the Event Director.

Special Menu – Arrangements may be made for any special dietary needs for your function, or persons requiring a specially prepared meal. Please give us special dietary needs when you call in your final guarantee and we will be happy to tailor the menu to suit these needs. We cannot guarantee accommodation of any dietary needs if not called in with your guaranteed guest number.

Food and Beverage – All Federal, State and Local Laws with regard to food and beverage purchases or consumption are strictly enforced. All food and beverage must be purchased from Flint Golf Club by prearrangement through our Banquet Manager. Club members, guests or other invitees may not bring food or beverage of any kind, with the exception of specialty cakes and desserts, into Flint Golf Club. Flint Golf Club takes pride in serving the finest food and beverage available.

Flint Golf Club will prepare quantities of food and beverage based on the guaranteed number of guests, in appropriate amounts to insure that all guests at the event enjoy an attractive selection.



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Leftover Food – In accordance with the Genesee County Health Department rules, boxing leftover buffet food is prohibited.

Alcoholic Beverages – Under no circumstance are any alcoholic beverages allowed in or around Flint Golf Club facilities, including coolers, flasks, etc. All unauthorized alcohol will be disposed of by Flint Golf Club staff. All guests, including hosts, brides, grooms and their bridal parties are required to show proper identification to be served.

Sales Tax and Gratuity – All functions are subject to a 6% Michigan Sales Tax and 21% Service Charge and are automatically added to the function bill. If your organization is Tax Exempt, a Tax ID number indicating such must be presented prior to the event.

Reservations with No Food Purchase – Flint Golf Club will allow reservations of banquet facilities with no food purchase, however this will include a raise in the room fee. This fee will be contingent on the details of the event, including number of guests, and other services rented.

Club Facilities – Flint Golf Club is available for an intimate private function or a lavish wedding. Our primary banquet facility can accommodate up to 300 people. Our facilities are reserved for members at the discretion of Flint Golf Club and based on estimates given during the initial booking. Flint Golf Club reserves the right to relocate any function to a suitable, alternate room within the club.

Dress Code – Jackets are required for gentlemen 16 years and older, at all times. Juniors and children are expected to be attired consistent with these guidelines. Please understand that clothing should appear properly laundered and pressed.

Functions may request a change in the dress code. If a private party is being held in a restricted area, dress code is at the discretion of host. This request must be made prior to the event. Guests not dressed according to dress code are requested to remain in the area of the function.

Special Hour Events – Flint Golf Club is closed during the months of January and February and limited hours in March and April that are weather dependent. Our facilities can be reserved during these times for a dollar minimum of \$3000. There will be no fees waived for these special events. This includes all parties that are planned outside of our normal business hours.

Execution and Obligation – Flint Golf Club is not obligated to execute events under contract in the case of a strike, fire, flood, failure of power, failure of heat and/or air conditioning, acts of God or any causes beyond our reasonable control. In addition, Flint Golf Club will not be held responsible for claims made by outside vendors hired by any event host.

Set Up– The date of your event, you will be allowed to decorate and set up ahead of time. The time in which you will be able to begin set up will be determined by availability of room prior to your event. This can be discussed and arranged with the Flint Golf Club Event Coordinator. Requirement of staff to set up early may result in room fee increase.



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Decor – Flint Golf Club has many professional relationships with outside decorators. Hosts may bring in their own vendors or decorations. Flint Golf Club will not be held responsible for any decorating or decorations. We do allow all candles, however we require wax catchers with any taper candles used. Confetti, rice and all other biodegradable substances are allowed outside for celebratory purposes.

Floorplan Arrangements- The floorplan arrangements must be arranged no later than 1 week prior to your event. Any changes made on the day of your event will result in additional charges. **Minimum of \$50.** These changes include, but are not limited to, adding or eliminating tables and rearranging any furniture.

Valet Services – Services are available for an additional fee. Valet is mandatory during the peak season (May through September) for all parties of 100 people or more. The number of valets used will be at the discretion of Flint Golf Club.

Ladies Attendant – Services are available for an additional fee. While these services are not mandatory, they are highly recommended in order to provide your guests with the level of service they deserve.

Personal Property – Flint Golf Club does not have space available to store personal property, equipment or supplies belonging to or rented by the member/host. All such items must be removed from the club at the end of the function, unless arrangements have been made in advance with management. Flint Golf Club will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left at the club prior to, during or following any function.

Smoking Policy – Flint Golf Club is a non-smoking facility. Designated smoking area is located out the front doors of the main entrance. Smoking is not allowed on the balcony.

Private Property – Flint Golf Club does not allow the affixing of anything to the walls, floors, furnishing or ceilings of the rooms with nails, staples, adhesives or any other substances. The host of the event assumes responsibility for any damages to or the loss of property from the function room or other areas of the club caused by the attendees, guests, or independent contractors affiliated with the function. **Minimum Damage Charge is \$250.** This charge may increase based on the amount of damage incurred.

Payment Policies -

Deposit is required to solidify your reservation. This amount is determined by your estimated number of guests. Your deposit will be applied to your final bill. If the event is canceled, the deposit is forfeit unless the date is rebooked with an event similar in size.

We will allow you to make payments to your discretion, but the full balance must be paid before the day of your event.

Following the event, all remaining cost will be billed to the host, including open bar costs that have exceeded the prepaid estimate. Your final bill will be due no later than 10 days after your event.

Members may put a maximum of \$2500 on their member account. If a member's event exceeds \$2500, the remaining balance must be paid before the day of the event.

All payments may be paid with a certified check, cashier's check, money order, cash, or credit card. If paid by credit card, a non-negotiable 3% service charge will be added.