



the cottonwood country club

PRIVATE EVENT POLICIES

2024

MEMBER HOSTED EVENTS & SPONSORSHIPS

MEMBER HOSTED

- Cottonwood Country Club member is in attendance & is the main point of contact for event details.
- Payment is settled as a “member-charge” and is run through the membership account.
- Banquet facility fees are waived 100%
- Outdoor facility fees are discounted at 75%

MEMBER SPONSORED

OPTION ONE

- Cottonwood Country Club member is in attendance.
- Payment is settled as a credit card or check and is applied by the event’s completion.
- Banquet & Outdoor facility fees are discounted at 50%

MEMBER SPONSORED

OPTION TWO

- Cottonwood Country Club member is NOT in attendance.
- Payment is settled as a credit card or check and is applied by the event’s completion.
- Banquet & Outdoor facility fees are applied in full.

Sponsoring members are responsible for payment in the event of non-payment by the party host immediately following event completion.

Wedding facility fees & policies are separate and are not waived for members. Please contact the Private Events Manager for more information.

FACILITIES & FEES

INDOOR BANQUET ROOMS

ROOM:	CAPACITY:	FACILITY FEES:
Lakewood	50	\$300
Cottonwood	80	\$500
Pinewood	50	\$250
Lakewood & Cottonwood	130	\$800
Pinewood & Cottonwood	130	\$750
All Three	200+	\$1,200

***Rooms are assigned based on estimated attendance provided by the party host when the event is booked. After 30 days prior to the event date, groups with estimated attendance that surpasses or drops below room(s) capacity limits may be subject to an additional facility fee or change in room assignment without notice.**

OUTDOOR FACILITIES

West Lawn	200+	\$1,200
Golf Course	40+	\$1,700

***Golf tournaments must be arranged with the approval from BOTH the Private Events Manager and the Golf Pro.**

AVAILABLE TO BOOK

Board Room Members	10	-
Board Room Non-members	10	\$50/hour

***For Board Room reservations during Grill Room hours, a food service minimum will be applied for non-members.**

OTHER FEES

Special Linen	MP
Special Napkin	MP
Projector	\$50
Piano	\$50
Dance Floor	\$250
Hallway use	\$300
Service Charge	20%
Utah State Food Tax	8.25%
Credit Card Fee	3.5%

LARGE PARTIES

Any event with a party size of 200+ is considered a large party and will be subject to a 22% service charge. If 200+ people are estimated for attendance, it is required for a valet service to be present at the event. For valet service inquiries and questions, please contact the Private Events Manager for more information.

POLICIES & PROCEDURES

To ensure all requests of your private event are met, the Private Events Manager must be notified of all event details no less than **10 days before the event date** excluding Mondays and holidays. This includes but is not limited to: final menu selections, approximate number of guests, room arrangements, starting/ending times, equipment requests, linen colors, and any other special requests.

***A deposit is required for all private events.** All deposits are applied to the final bill and are \$500. **Your event date will only be finalized in the our calendar once the deposit is paid and the terms agreement is signed.** A deposit may be required sooner if another party inquires for the date requested. All bookings will be considered "tentative" until the required deposit is paid in full. Deposits will only be charged if cancellation occurs within 14 days prior to the event.

The Private Events Manager **MUST** be notified of the **exact number of guests** attending at least **5 days prior to your event** excluding Mondays and holidays. This number will be considered the final guaranteed count that you are charged for when being billed for your event. Food is ordered and prepared based on this count, so after this point your number cannot go down. The culinary staff will prepare 5% more than the final guarantee of attendance. If no guarantee is received by the Private Events Manager at least 5 business days before your event, the last approximate number of guests will be your guarantee. If the number of guests exceeds the guarantee plus 5% allowance, you will be charged 1.25% per additional guest. The Cottonwood Country Club reserves the right to substitute other available food and services, if necessary, when the guarantee is exceeded by 5%.

All Cancellations **MUST** be made 5 business days prior to the event. Because of high demand for holiday parties, December and holiday cancellations must be made at least 10 business days prior. If a private event is not cancelled before the appropriate date prior, the host will be responsible for a cancellation fee equal to 30% of the guarantee.

Payment must be made in full at the end of your function. If the host fails to make payment or delays payment without prior arrangement made with the Private Events Manager, a late fee may be applied. The Cottonwood Country Club accepts checks, all major credit cards and member charge. Credit card payments require a 3.5% service fee.

MENU SELECTIONS



- Lunch menus are only offered before 3pm. Dinner parties must order from dinner menus.
- Any custom menu items will be charged accordingly at the discretion of the culinary staff.
- If there are children under the age of 12 attending, please inquire about children's menu options.
- Please notify the Private Events Manager of any special dietary needs 5 days prior to your event.
- No off-premise food is allowed to be served, with the exception of dessert. Outside dessert is subject to a fee starting at \$1.50 per person per item.
- Menu tastings are only available for plated events over 100 people. We will provide a selection of 3 salads, 3 entrees, and 3 desserts. Tastings are provided for up to 4 people for a cost of \$50 per person.
- Due to seasonal availability and supply chain issues, some menu options may be subject to change within reason and at the discretion of the culinary staff.

Please remember to submit your menu selections and estimated guest count 10 days prior to your event.

BUFFET

- When selecting a buffet, please keep in mind that the Utah State Health Code states that no food may be taken home, with the exception of dessert which is subject to a \$1.50 per person fee.
- Please be aware that some buffets are limited to a 90-minute service window.
- Be sure to let the manager know of any dietary restrictions so they can be properly labeled.

PLATED

- For full service plated meals, you may select one or two entree items off of the menu for your entire group.
- If more than one entree option is selected, the event host is responsible for providing food indicator tags for the exact number of meals.

BEVERAGE SERVICES

LIQUOR POLICIES

- The Clubhouse Bar is for member-use only.
- No off-premise alcohol is allowed with the exception to wine with a 750ml corkage fee of \$16 and a magnum corkage fee of \$25.
- A bar **MUST** be assigned to parties over 20 people that require alcohol service beyond wine only.
- Parties with cocktail service that are not hosted may be required to pay an alcohol service fee equal to the bartending fee.
- You must use the bartender provided by the Club.
- Persons under the age of 21 years old must maintain a 12ft radius from the designated bar area. In addition, Cottonwood Country Club employees will only serve alcohol in accordance with Utah State Law and the Club reserves the right to I.D. all members and guests and to refuse service of liquor to anyone at any time.
- Event may be shut down due to non-compliance or violations of liquor or facility policies.

FEES

- There is a flat bartender attendant fee of \$150.
- All bars will include a self-serve non-alcoholic beverage station at the event, consisting of water, lemonade, assorted soft drinks, and iced tea (coffee can be included upon request).

BEVERAGE STATION

- A beverage station **MUST** be assigned to parties who request drinks other than water.
- All events will come with an included water station.
- A beverage station may be added to an event for an additional \$2.50pp.
- Beverage stations will consist of an assortment of soft drinks, lemonade, and iced tea (coffee can be included upon request).
- No off-premise beverages are allowed. If a specific beverage is requested at the event, please let the Private Events Manager aware to accommodate.



OTHER INFORMATION

HOURLY WINDOW OF SERVICE

All parties are held to a 5 hour window of room rental. If the event goes beyond the 5 hour window, an additional facility fee will be reapplied unless previously arranged with Private Events Manager.

Any event with replenishing services such as beverage stations will be recharged for additional replenishing services after the 5 hour window has been exceeded. For evening events, adjourn time must not exceed 11:00pm.

For parties that wish to go beyond 11:00pm an additional fee of \$100 per hour will be applied to the final bill. Facility vacate time is strictly 1:00am with no exceptions.

PROPERTY

Due to our limited storage space, special arrangements need to be made in advance with the Private Events Manager. Any items left behind without prior arrangements are subject to removal. The Cottonwood Country Club will not be held responsible for damage or loss of personal articles, rented items, decorations, or equipment left behind.

DAMAGES

You are welcome to decorate anywhere from the front entryway to the event space itself. Please do NOT use tape, staples, nails, or any other substances that are damaging to the walls. It is important to note that even the smallest damages may require the repainting and repair of an entire wall. The Host/Club Sponsor will be responsible for any damages or loss of property that occurs in the banquet room.

GENERAL DRESS CODE

The Club provides a casual atmosphere for its members and their guests; however certain rules of attire apply. No swimming attire is allowed in the clubhouse or on clubhouse patios and decks. Tank tops for men are not allowed in the clubhouse. Shoes and shirts are always required in the clubhouse. T-shirts are acceptable. "Cut-offs" are never allowed anywhere on Club grounds.

SMOKING

The Cottonwood Country Club does not permit smoking within 100 feet of the clubhouse. A designated area may be assigned the day of your event only by approval from the manager on duty.

CLUB FACILITIES

It is the party host's responsibility to ensure guests are staying off of the golf course, tennis courts, pickleball courts, pool, and out of all member-only areas including the Grill Room and Grill Bar. Host may be charged additional fees if guests refuse to stay in designated event areas. Up to \$150 per violation.

PARKING

The Cottonwood Country Club has limited parking available. No spots may be held at any time for any reason. The Cottonwood Country club may have multiple events going on at any time in multiple areas of the grounds. There is NO parking on the south side of Lakewood Drive at any time. Whenever possible as a courtesy, the Club will place cones and signs indicating this rule. Anyone who parks on the south side of Lakewood Drive or anywhere in the lot that is not a designate parking spot will be towed at the expense of the owner.

Regardless of cones, signage, or indication of designated parking areas, the Club reserves the right to hold owners of vehicles responsible for negligent parking at the discretion of the manager on duty.



COTTONWOOD
COUNTRY CLUB



TERMS AGREEMENT

By signing the Private Event Agreement, I acknowledge and understand the acceptance of these terms.

EVENT NAME

EVENT DATE

EVENT START TIME

EVENT TYPE:

MEMBER
HOSTED

MEMBER
SPONSORED
(OPTION 1)

MEMBER
SPONSORED
(OPTION 2)

#

CCC MEMBER: PRINT NAME

MEMBER #

CCC MEMBER: SIGNATURE

TODAYS DATE

EVENT HOST: PRINT NAME

EVENT HOST: SIGNATURE

TODAYS DATE



The Member and their guests shall adhere to all Club rules and regulations. The Club reserves the right to enforce policies to maintain a safe and enjoyable environment. The Member and/or Event Host is responsible for any damages to Club property caused by themselves or their guests. Payment must be made in full at the end of your function. If the host fails to make payment or delays payment without prior arrangement made with the Private Events Manager, the sponsoring Member is responsible for payment and a late fee may be applied. The Club shall not be liable for any loss or damage to the Member/Event Host's property during the event. The deposit is non-refundable, and cancellations within 7 days of the event will result in the forfeiture of the entire contracted amount. The Member/Event Host agrees to indemnify and hold Cottonwood Country Club harmless from any claims, liabilities, damages, or expenses arising from the private event. Neither party shall be held liable for any failure or delay in performance due to circumstances beyond their reasonable control. Cottonwood Country Club reserves the right to update or modify these terms without prior notice. Members are encouraged to review this Agreement regularly.

This Agreement shall be governed by and construed in accordance with the laws of the state of Utah.