



the cottonwood country club

WEDDING POLICIES

2024

FACILITY FEES

MEMBER EVENT: Cottonwood Country Club Member is in attendance of the event. Payment is settled as a "member-charge" and run through the membership account at the end of the event.

MEMBER-SPONSORED: Cottonwood Country Club Member is not hosting the event but will sponsor the event. Payment is settled with a credit card or check at the end of the event.

CEREMONY ONLY

MEMBER HOSTED
\$800

MEMBER SPONSORED
\$1,200

DEPOSIT: \$500

RECEPTION ONLY

MEMBER HOSTED
\$1,400

MEMBER SPONSORED
\$2,200

DEPOSIT: \$750

CEREMONY & RECEPTION

MEMBER HOSTED
\$2,000

MEMBER SPONSORED
\$3,200

DEPOSIT: \$1,000

Sponsoring Members are responsible for payment in the event of non-payment by the party host immediately after party completion. If payment is not specified by party completion, "member-charge" is assumed as payment.

Your wedding facility fee will reserve the entire banquet space for the entire day of your wedding. It will also include: tables (only tables that the Cottonwood Country Club possesses; any special requests will be up to the wedding party to cover), linens (standard sized tablecloths and napkins), flatware, glassware, Bride's Room, wireless microphone, projector, screen, and dance floor. It is up to the wedding party to arrange florists, entertainment, table décor, etc. A list of trusted vendors is available upon request. Food service is required for any wedding event with a reception. All events held at the Cottonwood Country Club must be either hosted or sponsored by a member. The wedding facility fee is not waived for members.

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 14 business days before the event date. 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 & will be applied to the final bill. All deposits must be received within 30 days of booking your event. All bookings will be considered perspective until the required deposit is paid in full. When the deposit is paid the event will be considered tentative. **Events are confirmed when the signed policies agreement is signed by all necessary parties and the deposit is paid in full.**

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. **A service charge of 20% and an 8.25% Utah State Food Tax will be applied to your final bill.** Payment must be made in full by the end of your wedding. 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. When applying payment to member account, a 3.5% credit card fee may apply.

MENU SELECTIONS



- Food is a requirement for all wedding events with a reception.
- Any custom menu items will be charged accordingly at the discretion of the culinary staff.
- Menu tastings are only available for plated weddings over 100 people. We will provide you a selection of three salads, three entrees, and three desserts. Tastings are provided for up to 4 people for a cost of \$50 per person.
- If there are children under age 12 attending, please inquire about children's menu options.
- Please notify the Private Events Manager of any special dietary needs 5 business days before your event.
- No off-premise food is allowed to be served, with the exception of cake and dessert, which is subject to an Outside Dessert Fee starting at \$1.00 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

*Wedding policies are not exhaustive but are an extension of The Cottonwood Country Club's Private Event Policies.

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.

TERMS AGREEMENT

By signing the Wedding Policy Agreement, I acknowledge and understand the acceptance of these terms.

EVENT NAME

EVENT DATE

EVENT START TIME

EVENT TYPE:

MEMBER
HOSTED

MEMBER
SPONSORED

WEDDING TYPE:

CEREMONY
ONLY

RECEPTION
ONLY

CEREMONY &
RECEPTION

#

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.