

Banquet Facility Regulations

Reservation Fee:

Interior of Clubhouse:

- **Parties over 75 people: \$100 per hour**
- **Parties under 75 people: \$75 per hour**

South Porch:

- **\$75 per hour**
- **In addition to Interior Rental: \$50 per hour**

On-Course Ceremony

- **\$750 with up to 90 chairs included**

Porch Ceremony

- **\$350 with up to 90 chairs included**

Payment and Cancellation:

- **To hold your date a deposit equal to the room fee is due at time of booking.**
- **Payment of the final bill is due at the conclusion of the event.**
- **All prices are subject to change.**
- **A cancellation must occur at least 30 days prior to event or the deposit will not be refunded.**

Liability & Damage:

- **The event host shall be responsible and be charged for any damage, loss or liability incurred on the premises by the client, their guests and/or any person or organization contracted by the client to provide services for the event.**

- **Gracewil shall not be responsible for any damage or loss of merchandise or personal articles left on the premises prior to or after the event.**
- **An additional charge of \$100 may be charged if a rental area is left excessively messy (ex. Carpet stained with frosting).**

Outside Services:

- **All performers and other entertainment must be approved by Gracewil management.**
- **All entertainment must end 20 minutes prior to the end of the event.**

Decorations:

- **Items MAY NOT be taped or tacked onto the walls, ceilings or other surfaces in the facility.**
- **Confetti and glitter are NOT ALLOWED. Additional clean up fee may be charged if you bring them in facility.**
- **All candles must be enclosed in glass. No open flames.**
- **Gracewil will provide white table linens when \$500 or more is spent through Gracewil's catering service.**
- **Linen colors other than white are available upon request for an additional fee.**
- **All decorations need to be cleaned up and guests gone within the rental period. Time over the original reservation will be charge accordingly.**

Food & Beverage:

- **All beverages MUST be provided by Gracewil.**
- **All food MUST be provided by a licensed caterer.**
- **All food and beverages purchased through Gracewil are subject to state sales tax (6%) and gratuity (20%).**
- **All bills must be paid in full by the end of the event.**
- **All federal, state and local laws referring to food and beverage will be strictly adhered to. We cannot serve alcohol to anyone**

under 21 years of age. If there is a question regarding age, picture ID is required.

- **Any leftover food or beverages MAY NOT be removed from the premises due to state regulations.**
- **All bars will close 20 minutes before the end of the event.**
- **Gracewil must be notified of the final guaranteed number for food and beverage 7 days prior to the event.**
- **Food and beverages will be charged according to the final guaranteed number or the actual number present, whichever is greater.**
- **Specialty cakes and/or desserts are allowed to be brought into the facility. There is an additional charge of \$.50 per person for cake cutting assistance.**
- **Bar Options:**

Open Bar: A tab will be run for you and your guests and the paid for by you.

Limited Open Bar: Your guests would be provided with specific drinks that would then be paid for by you but have the option to purchase other drinks on their own. (i.e. beer and wine provided but can purchase liquor on their own)

Drink Tickets: Your guests would be provided with a limited number of tickets worth one drink each which is paid for by you.

Cash Bar: Your guests would personally pay for each drink individually.

**To book your event please contact us at (616) 784-2455 or
gracewil.ashley@gmail.com**