



WHITNEY OAKS  
GOLF CLUB

## *Policies & Procedures*

2305 Clubhouse Drive, Rocklin, California, 95765  
Phone: (916) 632-8333 Fax: (916) 630-5518  
[www.whitneyoaksgolf.com](http://www.whitneyoaksgolf.com)

**Deposit:** A deposit of the room rental is required to reserve a date and is payable upon signature of Event Agreement. The deposit is fully credited to the final bill upon completion of the event and receipt of full payment. A valid credit card number is required to be on file for any ancillary charges on the day of the event. **A second deposit for 50% of the food and beverage minimum is due six months prior to the event or upon signature of the event agreement, if signed six months of the event. The remaining balance is due, in full, two weeks prior to the event. Cancellations:** Both written and verbal communications is required to cancel an event. **THE DEPOSIT(S) IS NON-REFUNDABLE.**

**Guarantee:** We require a confirmation of guaranteed attendance and final menu selection two weeks in advance of all events. Your bill will be based on the guaranteed number, plus any charges over and above. **Additions to the guaranteed number made within two weeks of the event will be charged a plate and a half price.** Meals will be prepared for your guaranteed number; however, the food preparation will be for 5% over your guarantee. If your attendance exceeds your guarantee, our staff will make every effort to duplicate your menu for the additional guests. In the event this cannot be done, a substitute entrée will be provided. In compliance with California Health Department requirements, client agrees that no left over food or beverage prepared &/or provided by the club is to be taken from the premises and that such left over food or beverage shall become the property of Whitney Oaks Golf Club. If the final guarantee is not given by the specified deadline, Whitney Oaks Golf Club will assume the guarantee to be the last figure given and proceed accordingly.

**Facility Fees:** Minimum food and beverage sales, excluding tax and gratuity, are required for exclusive use of special event space. If food and beverage sales fall below the established minimum amount specified in this contract, an additional facility fee is assessed to satisfy the established minimum. It is important that the event space is vacated promptly at the specified departure time. A facility fee of \$300 per hour is imposed for events that exceed the specified departure time. **Room rental is for the specified room only and not exclusive rights to the entire Golf Club. Other rooms are open to be rented and or for public use. There may be events happening simultaneously.** Appropriate fees will be charged for rental of equipment to include tent, additional glassware, colored linens, and/or additional tables and chairs.

**Food & Beverage:** We are eager to help you in the planning and serving of your event. Should the menu selections presented not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Fresh produce is subject to availability and we may substitute certain items to meet our standards of quality. All food items must be supplied and prepared by Whitney Oaks Golf Club with the exception of the wedding cake. Whitney Oaks Golf Club makes every effort to maintain menu prices and selections. However, items may not always be available and prices and menus are subject to change without notice.

All service that includes alcoholic beverages will include a full range of non-alcoholic beverages. Proper identification of any person may be required to verify his or her age. Alcoholic beverage service will be refused if the person is either underage or proper identification cannot be produced. We reserve the right to refuse service to anyone who is, in our opinion, intoxicated. We offer an attractively priced wine selection and can special order wines we do not normally stock. If you chose to provide your own wines, there is a \$12.00 per 750ml bottle corkage fee on all wine delivered to the club for your event. Service charge and sales tax applies to the corkage fee.

**Cake Cutting:** A service fee of \$1.00 per guest is charged for the service of dessert brought to Whitney Oaks Golf Club. Our catering department needs to know the name of the bakery you have selected and the time they plan on delivering the cake. The baker is to assemble the cake upon delivery; and is not to deliver the cake more than two hours prior to the reception. Ask your baker to deliver a box for the cake top, and an extra box for any leftover cake you may have.

**Flower Arrangements:** All décor brought in by guests or vendors must be removed at the conclusion of the event to avoid a cleaning fee. All props and decorations must meet fire department codes and standards. Candles and candleholders must be enclosed in glass.

**Service and Labor:** An 19% service charge will be added to all food and beverage items. All service, including food and beverage will be subject to California State sales tax in accordance with California State Regulation No. 1603.

**Insurance, Indemnification & Liability:** Guests shall indemnify and hold Whitney Oaks Golf Club and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any property by guests or any attendee of the function on the club's premises. Whitney Oaks Golf Club will not assume any liability or responsibility for damage or loss of merchandise or personal articles left on the premises prior to or following an event. Customers must pay for all theft or damages to the clubhouse property caused by any guests attending their event.

**Guests Responsibilities:** The guest agrees to begin the function at its scheduled time and to have guests and invitees vacate the function space at the closing hour designated. All items belonging to client and guests must be removed from location at the end of the event. The guest agrees to assume full responsibility for the conduct of its members, including damages to Whitney Oaks Golf Club as a result of misuse.

**Tents/Canopies:** Guests using a tented structure on Whitney Oaks Golf Club property must comply with all fire restrictions as outlined in the California Fire Code, Section 1103, Combustible Materials. All lighting and decorations must be flame resistant as determined by said procedures in the Fire Code and approved by Whitney Oaks Golf Club management and Rocklin Fire Inspectors prior to display. Failure to comply with these restrictions will result in removal of decorations and/or immediate cancellation of the event.

*Applicable Sales tax and Service Charge will be added to all charges  
Prices are subject to change*