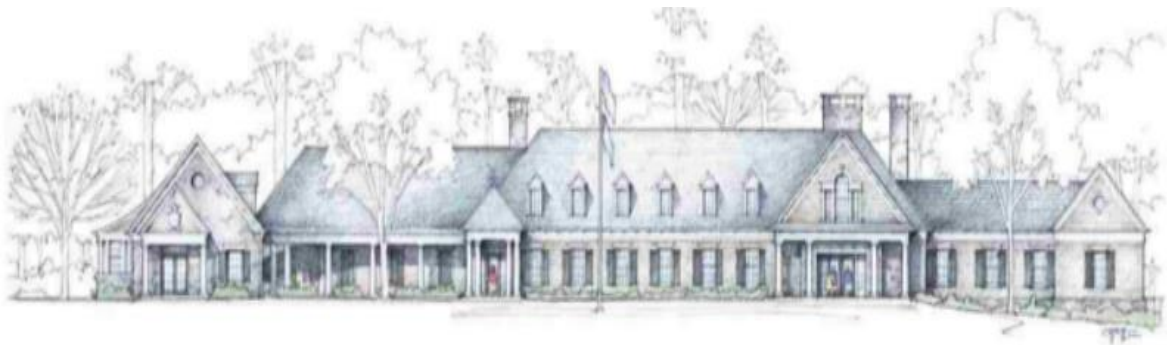


Capital City Club Crabapple

Special Event Policies



Front Guard Gate Entrance:
13802 New Providence Road
Alpharetta, Georgia 30004

Mailing Address:
4115 Earney Road
Woodstock, Georgia 30188

Allison Schultz, CPCE
Director of Catering
P: 404-231-6907
E: aschultz@capitalcityclub.org

Kyle Owen
Clubhouse Manager
P: 770-667-6272
E: kowen@capitalcityclub.org

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Club Rules and Regulations

The following are the Club Rules and Regulations as adopted by the Governing Board. Members, their families and their guests are expected to be familiar with, and abide by, the Club Rules and Regulations.

- Members shall be responsible for the conduct of their guests.
- All private events must be hosted or sponsored by a Club member. The member is held directly responsible for any costs associated with each event and all costs will be billed to the member's account.
- All private events have a meal period food minimum commitment to meet, or a room fee will be applied. These minimums are: Breakfast \$25.00 | Lunch \$35.00 | Dinner \$50.00.
- A 22% service charge and an 6% sales tax is applied to all food, beverage and miscellaneous charges, plus an additional 3% sales tax on hard liquor. Additional gratuities are not permitted for service personnel.
- The Capital City Club is not responsible for the loss of any merchandise or articles brought into the Club or any items left unattended. Items will not be stored overnight. All items must be removed on the day/evening of the event. Any remaining items will be disposed of that day/evening.
- All pricing in this menu is subject to change, based upon market conditions. Menu prices are valid only upon receipt of completed, signed contracts.
- Rice, birdseed, confetti and sparklers shall not be used on Club premises. Only rose petals may be thrown inside the Club. Lavender and Bubbles may be used outside of the Clubhouse.
- Open flame is not allowed. Please ensure that your florist has a hurricane globe or appropriate glass container for each candle. Battery or digital candles are encouraged for outdoor use.
- The use of cellular telephones is prohibited in all areas of the Crabapple Club. Inaudible texting is allowed in designated areas only.
- A late fee of \$500 will be applied for any function lasting after 11:00 p.m. club closing with an additional \$500 charge for each hour or portion of an hour thereafter. We suggest concluding your event by 10:30pm to allow for a standard 30- minute departure.
- As a full-service dining club, no food or beverage may be brought into the Club with the exception of Wedding Cakes and wines of a rare vintage that the Club would be unable to obtain. These items will incur a cake cutting fee of \$2.50 per person or a corkage fee of \$25.00 per 750ml bottle.
- Georgia state laws require that all food and beverage must be consumed on Club property. With the exception of wedding cakes, leftovers may not be removed from the premises.
- Tented events require an impact fee of \$1,000 per day with access to the property during set-up, event day and dismantle. An additional damage deposit of \$1,000, refundable after the event is completed and impact of the tent can be assessed by our Director of Grounds.

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Sponsorship of Non-member Events

Members may sponsor private functions by written / e-mail request, subject to approval of the Club Manager and Director of Catering. Prior to the confirmation of any member-sponsored event, the member must sign and return a Letter of Agreement to the Director of Catering. Events which consume the entire clubhouse are limited to members hosted only. Due to the impact of members service and amenities we do not host sponsored events in this capacity at Crabapple.

Deposits and Cancellation Policies

All charges for a private event at the Capital City Club will be billed directly to the member's account. The host of a sponsored event will receive a copy of the charges prior to billing following the event.

MEMBER EVENTS: A \$2,500 deposit will be required for all member-hosted events taking place in the Clubhouse on Friday or Saturday evenings. In the event a member function requiring a deposit is cancelled, the deposit will be returned **ONLY** if the cancellation is made 90 days prior to the date of the event. Deposits are non-transferable and will be applied at the date and time of event billing.

MEMBER SPONSORED EVENTS: A \$5,000 deposit is required for all member-sponsored events taking place in the Clubhouse on Friday or Saturday evenings. Member-sponsored deposits and pre-payments are not refundable and are non-transferable and will be applied at the date and time of event billing.

All cancellations must be submitted in writing. Verbal cancellations cannot be validated until a written statement of cancellation is received by the Club Manager.

Guarantees

We request that all details pertaining to your event be complete at least three (3) weeks prior to the date of the function.

The final guaranteed number of attendees is due seven (7) business days prior. **Please keep in mind that Crabapple is closed on Tuesdays and this is not considered a business day for us.** If a final guarantee is not provided by this time, the club will use the original estimated number as your guarantee, for planning and billing purposes. If the actual number exceeds the guarantee, an additional charge of 25% of the per person price will be added for each additional guest.

Vendor Guidelines

The Club offers silverware, dinnerware, tables, chairs, full-length white linens for all private functions hosted in the club house. To enhance your event, you may wish to use outside vendors, and are more than welcome to use any licensed and insured vendor that you'd like. The Director of Catering and Clubhouse Manager are available to contract these services for you, or offer recommendations.

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Vendor Regulations: Florist

1. All vendor set-up times must be scheduled in advance, with the Director of Catering.
2. Set-up personnel must be in proper attire (shoes, shirts with sleeves and no cut offs) before entering the Club.
3. Personnel and property must not block the Club entrances when loading and unloading prior to an event.
4. Florists should check with the valets on duty for the proper place to park vehicles.
5. The Club does not allow the use of any nails, glue, tacks or tape on the walls or floors.
6. Club property, including rugs, furniture and carts, may not be moved by vendors without prior approval from Club management.
7. No open flame is allowed. All candles must be enclosed in a hurricane globe or other appropriate glass container.
8. No florist may ask an employee of the Club for help without first obtaining permission from a member of Club management.
9. Nothing damp or wet should be placed on wooden floors or furniture without a protective barrier. Drop cloths must be used for floral installations at the Club.
10. The Club is not responsible for any plates, pillars, flowers, pots, urns or props left at the Club after an event. There are no storage areas available. Any items not removed immediately following the event will be assumed to be disposable and will be thrown out.
11. All florists must clean up after themselves and discard all of their trash.
12. Prospective clients, other than members, may not be invited to our Club to meet you or view your work, without prior approval from the Director of Catering.
13. Cellular telephones are prohibited on Club premises. Please make sure all personnel have phones on vibrate. If necessary, they are welcome to use any house phone.

Please sign this form and fax it to 404-231-6952, scan and email kowen@capitalcityclub.org or mail to attention:

Vendor's Name / Company _____

Vendor's Phone / Email _____

Event Name / Date _____

Vendor's Signature _____

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Vendor Regulations: Bakery

1. All vendor set-up times must be scheduled in advance with the Director of Catering.
2. Set up personnel must be in proper attire (shoes, shirts with sleeves and no cut offs) before entering the Club.
3. Personnel and property must not block the Club entrances when loading and unloading prior to an event.
4. Cake vendors should check with the valets on duty for the proper place to park vehicles.
5. The Club does not allow the use of any nails, tacks or tape on the walls or floors.
6. Club property, including rugs, furniture and carts, may not be moved by vendors without prior approval from Club management.
7. No vendor may ask an employee of the Club for help without first obtaining permission from a member of Club management.
8. Nothing damp or wet should be placed on wooden floors or furniture without a protective barrier. Drop cloths must be used.
9. The Club is not responsible for any plates, dividers, columns, pillars, flowers, cake plateaus, urns or props left at the Club after an event. There are no storage areas available. Any items not removed immediately following the event will be assumed to be disposable and will be thrown out.
10. All cake vendors must clean up after themselves and discard their trash.
11. Prospective clients, other than members, may not be invited to our Club to meet you or view your work, without prior approval from the Director of Catering.
12. Cellular telephones are prohibited on Club premises. Please make sure all personnel have phones on vibrate. If necessary, they are welcome to use any house phone.

Please sign this form and fax it to 404-231-6952, scan and email kowen@capitalcityclub.org or mail it to attention:

Vendor's Name / Company _____

Vendor's Phone / Email _____

Event Name / Date _____

Vendor's Signature _____

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Vendor Regulations: Musicians and Entertainment

1. Set up personnel must be in proper attire (shoes, shirts with sleeves and no cut offs) before entering the Club.
2. Musicians may change in the staff locker rooms. We are **not** able to guarantee separate dressing rooms.
3. Personnel and equipment must not block the Club entrances when loading and unloading for an event. Performers should check with the valets for the proper place to park vehicles.
4. Smoking is not permitted in the Club.
5. The host of the event must give all entertainer food and beverage requests to the Director of Catering prior to the function, along with authorization for billing. All food must be consumed in the Employee Cafeteria.
6. Club property, including rugs, furniture and carts, may not be used nor moved by vendors for any purpose.
7. The use of duct tape is **STRICTLY** prohibited. Theatre tape is acceptable.
8. Prospective clients, spouses and friends of performers are **NOT** permitted on Club premises without prior authorization from the Club management.
9. Equipment must be removed from the Club as soon as the engagement ends. The Club is not responsible for any equipment, property or personal belongings left on the premises.
10. Please check with the manager on duty to establish what the Club considers a proper sound level. Club management reserves the right to adjust the sound level if it impacts other areas of the Club.
11. Wiring modification to the existing electrical set-up is not permitted. Wires exposed to door openings, walkways or thresholds must be free of any trip hazards. Direct sub-feed taps are not permitted from any breaker panels.
12. The drinking of alcoholic beverages is not permitted.
13. Cellular telephones are prohibited on Club premises. Please make sure all personnel have phones on vibrate. If necessary, you are welcome to use any house phone.
14. The Club has the following power supply for band entertainment:
Men's Grille ;
~ There are Three 115 volts, 20 amp outlets in the Bay Window and one floor outlet in the center of the room.

Please sign this form and fax it to 404-231-6952, scan and email kowen@capitalcityclub.org or mail it to attention:

Performer's Name _____

Performer's Phone Number _____

Date of Event _____

Event Name / Date _____

Performer's Signature _____