



Wellesley Country Club General Information 2017

Club Policy on Public Advertising for Events

Wellesley Country is not open to the general public. Dictated by our "private status", all events must be by invitation and may not use public advertising for guest participation.

Deposit

A deposit consisting of the room fee will be required at confirmation of date. The remaining balance is due ten (10) business days prior to event, payable by cash or certified check. Full estimated bill payment is due ten (10) business days prior to event.

Cancellation Policy

In the event of cancellation, the Wellesley Country Club shall retain the entire amount of any deposit. If, however, in the event of cancellation, the patron contacts the Wellesley Country Club to re-schedule the function within 12 months of the cancelled date, the Wellesley Country Club shall apply the deposit toward the total amount of the said function.

Security

The Wellesley Country Club requires police details at all functions of 100 guests or greater by the Wellesley Police Department. An appropriate fee established by the Wellesley Police Department for required security detail will be applied to your function (\$350). Price is subject to change, per the Wellesley Police Department. Smaller functions will require a front desk reception person (\$125).

Guarantee Policy

A final guarantee of guests attending your function is required no later than ten (10) business days prior to your function. If no guarantee has been given within the above time frame, the Wellesley Country Club will consider the approximate number indicated on the Banquet Contract to be correct and will charge accordingly. A 10% service fee will be charged to each additional plate that has been added within 48 hours of the function. You will be charged on your final guarantee of guests stated 10 business days prior to your function.

Bumping Policy

A member of the Wellesley Country Club may assume a date previously reserved for a non-member function only if such request is made at least one year prior to a reserved date. If a said function is one year or less, a non-member is guaranteed the date for said function. A deposit will not be required until one year prior to date of said function. The bumping period may be extended to 16 months for some events that utilize the Ballroom subject to approval. For these events, a deposit will be required sixteen months prior to date of said function.



Lost or Stolen Items

The Wellesley Country Club is not responsible for any items lost, stolen, or left behind after any function held at the Club. We advise you to take all belongings with you immediately following your function.

Food and Beverage

A food minimum of at least \$20 per person is required for food and will be charge on the number of guests who attend the event. The patron shall not bring any food or beverage of any kind onto the Wellesley Country Club premises. Wedding cakes are the exception to this policy; a cake-dessert/handling fee of \$2.00 per person shall apply. Candy Stations are also permitted with \$2.00 per person handling fee. In accordance with the code of the Wellesley Board of Health, leftover food is not allowed to be taken off the premises.

Menu Selection

The menu selection for your function should be made with our Director of Catering no later than one month prior to your function. The Luncheon Menu is offered until 2:00pm. **All entrées on a choice menu will be charged the higher priced entrée amount.** Also, a table & floor plan will be necessary to account for exact meal placement. If you choose not to provide a table plan with color-coded cards, you may purchase fifteen (15) extra dinners to accommodate guests who forget or change their menu selections. All weddings & Bar Mitzvahs must order off the dinner menu and have a \$1500.00 room rental. Pricing of food, beverage and all fees are subject to change.

Alcoholic Beverages

Alcoholic beverages may not be consumed or served in the State of Massachusetts to anyone under the age of 21. The Wellesley Country Club reserves the right to check identification and to refuse to serve alcohol to any individual that is under age, suspicious or thought to be intoxicated by bartender, service staff and / or management.

Service

The Wellesley Country Club staffs according to the number of guests attending a function. If additional staffing is required (service staff, carving chefs, or bartenders) a determined charge will be applied to the total cost of the function. Also, all prices on food & beverage are subject to a 23% House Fee and Massachusetts State Tax. The House Fee does not represent a tip or service charge for wait staff employees, service employees, or service bartenders. Room fees are subject to Massachusetts State Sales Tax. All Fees can be subject to change without notice.



Club Policies

Event hosts and guests are required to follow all house policy set forth by Wellesley Country Club. Smoking is prohibited inside the clubhouse. Please note the dress code of the club: Denim of any kinds (or appearance of denim) is prohibited, including skirts shorts, dresses pants etc. Collared shirts (tucked in) are required for men .Management has been instructed to enforce these rules. Please inform your guests of the Club's policies. There is a charge of \$125 for a receptionist at the front door to enforce these policies. The Club does not permit the affixing of any decorations to the walls, floors ceilings or fixtures unless the Club gives prior approval. All deliveries (such as cakes and flowers) and all equipment unloading for bands, dj's etc, must use the delivery entrance in the back of the building.

****The Use of Pyrotechnics, Fireworks, Hot Lights etc. are forbidden****



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Room Rental Fees

Rental fee is inclusive of five (5) hour for your function. An overtime charge of \$400.00 per half hour (evening events) of overtime exceeding hours (\$200 for daytime events) stipulated on your contract will be added to your final bill. Overtime hours are not guaranteed.

Room Rates

Ballroom

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|--------------------------|-----------|
| Tuesday – Thursday Day | \$350.00 |
| Tuesday – Friday Evening | \$600.00 |
| Saturday & Sunday Lunch | \$500.00 |
| Friday, & Sunday | \$1000.00 |
| Saturday Evening | \$2500.00 |
| Weddings & Bar Mitzvahs | |
| Friday & Sunday | \$1500.00 |
| Saturday | \$2500.00 |

Board Room

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|-----------------------------------|----------|
| Daytime Rental Wednesday – Friday | \$250.00 |
| Board Room Rental Saturday/Sunday | \$350.00 |
| Evening Rental | \$350.00 |

Kingsbury Room & Reception Area

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|---------------------------|----------|
| Luncheon (Tuesday-Friday) | \$250.00 |
| Dinner (Tuesday-Thursday) | \$350.00 |
| Saturday-Sunday Daytime | \$350.00 |

Other Fees

Bartender Fees

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|-----------------------------------|----------|
| One Bartender – 3 Hours (minimum) | \$75.00 |
| One Bartender – 4 Hours | \$100.00 |
| One Bartender – 5 Hours | \$125.00 |

Two Bartenders are Required for Parties Over 100 Guests

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|--------------------------|----------|
| Two Bartenders – 3 Hours | \$150.00 |
| Two Bartenders – 4 Hours | \$200.00 |
| Two Bartenders – 5 Hours | \$250.00 |

Beverage Station Set-Up Fee

\$25.00 per Beverage Station



Front Desk Fee for all events \$125.00

AV Fees

| | |
|------------------|----------|
| Projector Rental | \$200.00 |
| Screen | \$100.00 |

IT assistance is additional
priced out accordingly