

Tierra Oaks Golf Course

Wedding and Special Event Information and Policy

Confirmation

Tierra Oaks Golf Course will hold space on a tentative basis for seven (7) days without a deposit. After seven days the space will automatically be released if the required deposit and signed Event Contract have not been received.

Deposit & Payment Requirements

The advance deposit is required in order to secure your event as a definite commitment. The deposit will be applied toward your final bill. Tierra Oaks Golf Course requires a \$500.00 deposit for all weddings and/or receptions. All clients must provide a valid credit card number at the time of securing the date of their event. The entire room rental fee is due 30 days prior to the event. Payment in full is required a minimum of five (5) days in advance. 20% gratuity will be added to all food and beverage charges. The client(s) agree to fully pay for incidental charges that occur on the day of the function, and for any outstanding balance due at the end of the event. In the occasion that the client(s), at the end of the event, does not pay for such charges, the credit card number kept on file will be charged.

Guarantees

Tierra Oaks Golf Course must be informed of your menu selection fourteen (14) days prior to your event. Tierra Oaks Golf Course must also be informed of your exact guaranteed attendance seven (7) days prior to your event. The guaranteed number is not subject to reduction. If the actual number of attendees exceeds the guaranteed count, every effort will be made to serve those unexpected guests. However, a menu substitution may be necessary and additional charges may apply.

Cancellation policy

Once we have confirmed that we are holding a space for your function and received a deposit, we have made a commitment to hold that space exclusively for you. Should you decide to cancel, our policy is as follows: If the event is cancelled less than 30 days prior to the scheduled date, the confirmation deposit is non-refundable.

Room rental considerations

Rooms are accessible to you for the rented time only. You may enter the room to set-up any personal or decorative items at noon (12:00pm) on date of the event. The standard time period for all private functions is five (5) hours. Events may be extended at the rate of \$100.00 per hour with the approval from Tierra Oaks management. If you choose to extend the event an extra hour on the day of the event, a \$150 fee will be added. All events must conclude by 12:00am.

Personal Property

Tierra Oaks Golf Course is not responsible for damage or loss of personal belongings left at the golf course prior, during, or after any function. All this includes, but is not limited to any rented supplies paid for by the customer. Any personal property should be removed from the premises at the end of the function. Items left behind will be held for 30 days, at that time, becoming property of Tierra Oaks Golf Course.

Security

Management reserves the right to require security for all events at the cost of the renter. Tierra Oaks Golf Course may require one uniformed, unarmed officer per one hundred guests. Tierra Oaks Golf Course will obtain proper security for your event at the additional fee of \$175.00 per each 100 guest if deemed necessary.

Food and Beverage

All food and beverage prices are subject to CA. state sales tax and a 20% gratuity. All Food and Beverage prices are subject to change in order to meet possible increased cost of foods, beverages and other costs of operation existing at the time of the event. Prices for all meal functions will be guaranteed ninety (90) days prior to the event. Food safety and licensing regulations prevent the removal of prepared food from the premises once it has been prepared and served. Menu selections must be reported to the event coordinator fourteen (14) days prior to the event. All events are served Buffet Style, with the exception of the head table. Tierra Oaks Golf Course may offer sit-down meal service at the discretion of the event coordinator. One Bartender is included with the facility rental. Parties over 100 guests require a second bartender at the additional cost of \$50.00

Liquor Policy

Tierra Oaks Golf Course will provide a hosted or no-host bar for your event. All alcohol must be consumed within the designated area of where the event is taking place. In accordance with the state law, no alcohol may be brought on premises or served to anyone under the age of twenty-one (21). Outside wine and champagne will be permitted only with the approval of Tierra Oaks Golf Course management. If approved, a corkage fee of \$10.00 per bottle of wine (\$2.00 per bottle of cider) will be charged for each bottle opened on premises. Corkage fees are subject to 20% service charge and applicable sales tax. All unopened liquor must be removed from the premises at the end of the event or it will become property of Tierra Oaks Golf Course. Due to ABC restrictions, no opened containers may be removed from the property.

Alcohol Consumption and Liability

In order to protect the safety of your guests and others, Tierra Oaks Golf Course reserves the right to refuse service of alcoholic beverages to anyone at anytime. We also may, at our discretion, cease alcohol services entirely if it is deemed appropriate. Alcoholic beverage service will end no less than 30 minutes prior to the end of the event. Each party must designate a representative that will be responsible for ensuring these rules are adhered to and serve as a primary contact person to Tierra Oaks management. The host(s) of all privately contracted events will be responsible for their guest's behavior.

Cake Cutting

Tierra Oaks Golf Course staff can provide cake cutting services for an additional fee of \$100.00 for weddings up to 130 guests. Tierra Oaks Golf Course will also provide plates, napkins, forks and clean-up of cake table. Client may provide special plates, napkins or forks if they so desire. Cake cutting may be done by someone else, and no fee will be charged.

Outside Services

Clients are expected to secure their own florists, photographers, ministers/officiates, musicians, etc. for their events. For your convenience, we offer a list of most local area event professionals. Clients agree that Tierra Oaks Golf Course cannot be held liable for the performance of the listed event professionals, nor can Tierra Oaks Golf Course be held responsible for damages or liability of work performed by contractors listed. Choosing an event professional is done at the risk of the client. Please notify your Special Events Director of all of your outside vendors.

Decorations & Property Damage

Decorations may be placed in the rented site after noon (12:00 pm) the day of the event. Tierra Oaks Golf Course must approve early set up in advance. In order to avoid damage to woodwork and paint, no pins, tacks, nails or tape can be used to hang materials on walls or doors. The room decorations must be set at Tierra Oaks Golf Course discretion. For the safety of guests, and in compliance with Tierra Oaks Golf Course policy, guests may not toss rice, confetti or glitter, or any non-disposable products. Tierra Oaks Golf Course will allow table top decorations only. If candles are part of the decorations, they must be placed in candle holders to prevent the dripping of wax on the linens. Additionally, Tierra Oaks Golf Course prohibits the use of any odor causing oils, incense or diffuser. Any liabilities or cost of clean up involved as a result of the use of any of the above listed materials will rest solely with the client. Any damage to Tierra Oaks Golf Course property will result in additional fees. If your party requires you to move or re-arrange furniture or there is any late set up within two (2) hours of the event, there will be an additional charge of \$100.00.

Pictures

Pictures are allowed in the areas of the clubhouse that have been reserved for your event. If you would like to have pictures taken in locations other than the pre-designated areas, authorization must be obtained by Tierra Oaks Golf Course management.

Delivery of Packages, Flowers, Cakes, and Equip. Rentals

Packages: All incoming packages must be approved with the Special Event Director before their arrival. To ensure that your packages are handled properly, please ship your packages to deliver no earlier than one (1) business day prior to your event. Packages should be identified with your name, group name, event date and event contract name.

Flowers: Due to delicate handling of flowers, we ask that you do not have your florist deliver flowers more than two (2) hours prior to your event. Florists are welcome to decorate tables two (2) hours prior to your event. Tierra Oaks Golf Course does not have cold storage for your flowers.

Cakes: Cakes are to be delivered anytime after 10:00am and at no later than one hour prior to your event. Tierra Oaks Golf Course can not be responsible for refrigeration of wedding cakes. Additionally, our staff does not move the cake once it has been placed.

Equipment Rental: Deliveries and DJ set-up times need to be coordinated with the Special Events Director.