



# Fremont Hills Country Club

12889 Viscaino Place

Los Altos Hills, CA 94022

(650) 948-1763, Fax (650) 948-3271 / [www.fremonthills.com](http://www.fremonthills.com)

## SPECIAL EVENT GUIDELINES

### • **TIMES**

- The times available for the clubhouse rental are from 5pm-12:00 a.m. All music must stop by 11:30 p.m. Bar closes at 11:00 p.m.
- Music is not permitted outside the club and club doors shall remain closed during the event.

### • **CATERING**

- For your catering needs you may select any caterer from our preferred list. If your caterer is not on our list you may seek approval from our special events coordinator. Any caterer not listed, may require an additional deposit.

### • **DECORATIONS**

- Decorations may not be attached to the walls, windows, columns, ceilings, etc.
- Candles must be in chimneys or enclosed containers - no open flames.
- Ice sculptures are not permitted.
- Artwork, sculptures, club decorations, & plants may not be moved.
- Decorations & lights are not permitted to be placed on the plants.
- Rice, birdseed, small confetti, & rose petals may not be used.
- Balloons, Directional/Name signs may not be attached to any street signs, posts, trees, or telephone poles leading to the club.
- Tables, chairs, band equipment, decorations, props, etc shall not be placed, leaned, or stacked against the walls.
- Set up and preparation for your event may start at 2:30 p.m. in the main dining room.
- The members lounge area is not available for setup until 5:00 p.m.

### • **ALCOHOL & BAR SERVICE**

- All service of alcohol will stop by 11:00 p.m.
- A Club bartender must be used at all events where alcohol is being served.
- A 18% gratuity will be added on to the total bar bill, for all beverages poured from the bar.
- Two bartenders are required for all events over 100 people in attendance.
- All alcohol and beverages must be purchased from Fremont Hills Country Club.
- No alcohol or beverages may be brought onto Fremont Hills Country Club property.
- Only Fremont Hills Country Club staff may use the bar.
- All alcohol & beverage orders must be received 21 days prior to the event date.
- Prices & availability are subject to change.

### • **SETUP**

- All delivered items are the responsibility of the lessee. F.H.C.C. is not responsible for any lost, misplaced, stolen or damaged items.
- All deliveries (china, silverware, glassware, linens, etc) are to take place on the event date. After the event, all rental equipment must be picked up by the next business day. Any additional props, casino games, plants, etc must be removed the night of your event.
- FHCC staff will set up the dance floor. Your catering company is responsible for setting up all tables & chairs.

### PLEASE NOTE :

**FHCC does NOT have china, silverware & utensils, glassware, linens. The FHCC bar is supplied with glassware.**

# Fremont Hills Country Club

- **GUESTS**

- All guests must remain inside the clubhouse or on the decks. Guests are not permitted by the stables, tennis courts, or pool area.
- Smoking is not permitted anywhere inside the clubhouse building. Smoking is permitted outside.
- Fremont Hills Country Club is NOT responsible for any lost, misplaced, stolen or damaged items.

- **Post event cleanup - Clubhouse & Kitchen**

- The hosting party shall designate a person(s) who will be responsible to meet with the clubs special event coordinator prior to, and after the event, to ensure the club has been properly cleaned.
- All trash must be picked up from the tables and floors.
- All decorations, signs, props, etc, must be taken down immediately after the event.
- All balloons must be popped.
- The kitchen must be cleaned after the event. This includes: Cleaning the stoves & ovens, throwing away all trash, emptying the food screen under the dishwasher, clean all counter tops, sweeping & mopping the floor, all trash containers must be emptied into the main trash container - located behind the clubhouse, all empty bottles must be placed in recycling container or trash container, the back deck area must be cleaned, all left over food must be taken out of the stoves, ovens, and walk-in refrigerator.
- Any additional props, lights, casino games, plants, etc. must be removed from the club the night of the event.

- **PARKING, LOADING & UNLOADING. -**

- Parking is not permitted on the town streets surrounding the club.
- The service drive, located at the rear of the clubhouse, is for loading & unloading only. After unloading, vendors shall park in the main parking lot. No Parking in the driveway or in the fire zone. Service drive must remain clear .

- **PAYMENT INFO / REFUND POLICY**

- The rental agreement/contract must be signed in person. A \$1,000 payment is due upon contract signing.
- The balance due is expected at least 90 days prior to the event date. The final statement, will be mailed after your event.
- No dates will be held with out a signed contract & payment.
- For cancellations that are 6 months or over, prior to event, - refund will be \$ 500.
- For cancellations that are less than 6 months prior to event - forfeit entire \$ 1,000 - NO REFUND.

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	<b>Main Room</b> 80 guests and under	<b>Main Room</b> 81-150 guests	<b>Main Room</b> 151-200 guests	<b>Members Lounge Area</b> * Board permission required during May, June, July, Aug.
	\$ 1,500	\$ 2,300	\$ 3,000	\$ 500 with the rental of the main room.
				\$ 1,500—separate.— Max capacity—50 —sit down dinner, 100 cocktails.

Dance Floor ( 15X15 )	\$ 250.00
Table & Chair Setup.	\$ 200.00
Cleaning & Damage Deposit	\$ 1,000.00
HOSTED BAR Pre-Payment - Lessee pays for beverages. This is not a package price, just a deposit towards total consumption. * Pre-payment towards total bar bill, amount will vary depending on guest count and beverage selection. * Due at least 21 days prior to event	\$ 1,500—4,000
NON HOST- guests pay for their beverages.	
Bar Service - \$ 30.00 set up fee, \$ 20 per hour, per bartender, & 18 % Gratuity for beverages served from the bar.	
Final Balance Due - We will send you a final statement within 10 business days. Balance due upon receipt.	