

FHCC Policies and Procedures

FHCC general liability policy

FHCC is not responsible for lost articles and damage to personal property of participants. FHCC is not liable for any injuries to the participant during set up, take down and during event. The reserving client/member is responsible for conduct of guests, and any damages to the club during the event.

Tables and Chairs:

FHCC will provide all customary dining set and furniture to include tables, chairs, stemware, silverware and house linens and will take care of the set up prior to the event and take down at the conclusion of the event.

Linens:

Our standard house linens are Ivory napkins with ivory tablecloths. Alternate linen colors or specialty linens could be brought in by member/client.

Decorations

Centerpieces and room decorations are not Provided by FHCC. FHCC will provide 3 votive candles per table upon request at no extra charge. You may provide your own candles if they are contained in a hurricane lamp shade or an appropriate candle container.

- **Decorations Notes**

Decorations are limited to the areas you have contracted.

- Decor may not be tacked, screwed, or nailed to any of the walls inside or on outside the property.
- No rice, birdseed, glitter, tinsel, streamers or confetti may be used.
- Painters tape to be used to hang items from the walls but must not leave any residue or damage to the walls.
- All decor must be put up and taken down by you before the end of your event.
- A cleanup fee will be charged to you if any decor is removed by our staff or causes damage to the facility.
- A cleanup fee will be charged if your decor goes beyond standard usage or is not cleaned up at the end of your event.

Music (DJ, of Live Band)

Music must stop by 10:45 pm

Maximum music volume to be controlled and enforced by FHCC event manager and it should not exceed 90db.

Equipment & Outside Venders

All venders, decorators, event planners and their equipment must vacate the building no later than 1 hour following the contracted event conclusion time.

Extensive set up that cannot comply with one-hour breakdown rule, will have to remove all setup on the following day (9am to 3pm) and client will be subject to an additional room rental for the removal day.

All outside vender to work under FHCC’s event manager and must follow club’s rules and management direction.

Minimum food and beverage requirements

\$8,000 for Saturday evening events.

Payments

Acceptable forms of payment are cash, or check made out to Fremont Hills Country Club (FHCC).

Member/Client’s Name:.....

Member/Client Signature:.....

Date:.....