

Policies

Deposits: For events scheduled on Saturdays or events over 150 patrons, deposits of \$500.00 are required. For events scheduled on days other than Saturday or events less than 150 guests a \$300.00 deposit is required. Signed contracts are required for all events scheduled at Paradise Lake Country Club. Our catering staff will contact you 30 days prior to your event to finalize your arrangements and handle any details regarding the menu. Your deposit will be applicable to any charges incurred by the individual or group sponsoring the event.

Payment: Full payment by personal check is due no later than one (1) week prior to the event or five (5) days by cashier check or money order. Master Card, Visa or Discover payments will be accepted with a 2.5% bank service charge. Failure to do so gives Paradise Lake the right to cancel the function without legal repercussions. If you have designated someone other than yourself to manage the final payment, please be sure they are aware that they are expected to follow these terms. **Please note to include any persons performing services for your event if they are planning to eat dinner.**

Cancellations: All cancellations must be made in writing prior to the scheduled event. A cancellation fee of 100% of your security deposit will be charged if the banquet room cannot be reserved for another use comparable to the scheduled event.

Guarantees: A final guarantee of attendance of all banquet events must be made ten days prior to your event date. If no guarantee is received Paradise Lake Country Club reserves the right to charge for the number of guests shown on your contract. If the final food and beverage guarantee is less than one half of your contracted attendance, Paradise Lake Country Club will assess your group an additional room charge. There is a minimum of 100 guests required for a Saturday evening function, along with the requirement of our food and bar service. Discounts for Friday evening weddings are available.

Additional Charges: All events are subject to an **18%** service charge. State sales tax will be added to your master invoice unless the organization is tax-exempt and a proper ID number is submitted to Paradise Lake Country Club. A tax-exempt organization is required to present a certificate of exemption for our records. There will be a \$300.00 setup fee for weddings and events over 150 patrons and a \$200.00 setup fee for all other functions. Setup includes the following: Setup of; skirting and fairy lights to the head table, coffee table, cake and gift table; skirting of the buffet and DJ table; linens, use of our satin wedding card box; cake cutter/server, champagne flutes for the head table and cutting and serving of cake.

Decorations: Balloons with weights, table centerpieces and party favors may be used. We discourage open flames and prohibit the use of glitter, confetti, bird seed or tape. Nothing may be attached to the walls or ceiling. Any other items are subject to approval from the management. In the event that candles are allowed, the renter is subject to fees for any damage that occurs to Paradise Lake property due to flame or wax.

Damages: All areas are cleaned and inspected before and after each use to ensure a wonderful environment for renter and their guests. The renter is responsible for any damages caused by an attendee during the event.

Smoking: In accordance to Ohio Law, smoking is prohibited inside the banquet hall. Anyone who wishes to smoke may do so outside the building.

Mechanical Failure: On rare occasions, mechanical systems and utilities do fail. In the event of a failure we will do our best to restore the failed system. Please understand that we will not be held responsible. We will do everything within our power to make the day of your event a success.

Food Left Over: It is our goal to satisfy all guests that attend any event at our facility. Absences do not constitute an obligation by Paradise Lake to compensate with take home food. State of Ohio health department restrictions and concerns prevent us from allowing food to be removed from the premises.

Bar: Under **NO** circumstances may any person under the age of 21 consume alcoholic beverages on the premises. Paradise Lake reserves the right to (a) ask for identification of any guest, and (b) withhold the serving of alcoholic beverages for guests appearing intoxicated. The bar will not serve shots of liquor to hall guests. The bar will call "last call" ½ hour prior to closing.

Closing of Banquet Hall: The hall will close ½ hour after the bar is closed. If renters request the hall to remain open after contracted time, a \$100.00 per hour fee will be charged with a cash or tab bar. If the renter does not want the bar to remain open a \$150.00 per hour fee will be assessed.

Wedding Ceremonies: All ceremonies held on Paradise Lake Country Club grounds will be charged a \$200.00 fee. We do not have chairs available. If rental chairs are chosen, PLCC will set up without an additional charge unless the rented chairs need to be cleaned prior to the event. This additional charge will be \$50.00.