



## MOREHEAD CITY COUNTRY CLUB

### Private Event Policies

Thank you for choosing Morehead City Country Club for your Private Event! Located on the banks of the scenic Newport River, our club is an ideal location for both indoor and outdoor events. We offer multiple unique rental locations. We invite you to examine this guide in order to become acquainted with the variety of services and menu options that MCCC offers. The following pages should serve as a guideline from which we can help you plan an event that is specifically tailored to your wishes. Please schedule a meeting with our Event Coordinator to determine the best space for your event or for more information.



Morehead City Country Club remains one of very few fully private, full-service country clubs in Carteret County. Although privately member owned, Morehead City Country Club invites our friends in the community to enjoy the beauty of our facilities for special occasions such as weddings, showers, business meetings, luncheons and banquets. Should you be in the planning stages of a special event, please contact us as we would love to be a part of your special day.

**Non-Member Rental Fees:**

\*\*All non-member functions must be sponsored by a current member in good standing. \*\*

Clubhouse Ballroom: \$5,000

Room Capacity: 240 Guests

Fee includes 4 hours of event time.

Fee includes all banquet tables & chairs, event staff and set up & break down of tables and chairs

Use of Terrace/Patio or Lawn for Wedding Ceremony for additional Ceremony Fee of \$1,000

Rooftop Bar: \$7,500

Interior Bar Capacity: 50 Guests

Rooftop Patio Capacity: 150 Guests

Fee includes all banquet tables & chairs, event staff and set up & break down of tables and chairs

Limited Availability – please see management for details. First availability April 2024.

Terrace/Patio: \$2,000

Patio Capacity: 250 Guests

Fee includes all banquet tables & chairs, event staff and set up & breakdown of tables and chairs.

Private Dining Room: \$1,500

Room Capacity: 50 Guests

The fee includes all tables & chairs, event staff and set up & breakdown of tables and chairs.

Ceremony Fee: \$1,000.00

Lawn Ceremony Capacity: 150 Guests

Terrace/Patio Ceremony Capacity: 288 Guests

Fee includes set up & breakdown of chairs.

50% of the room rental fee will be required as a non-refundable deposit to reserve your event date.

To reserve your date and start planning your event, contact Katie Pittas at [Katie.Pittas@moreheadcitycc.com](mailto:Katie.Pittas@moreheadcitycc.com) or by phone at 703-981-5999.

## Rental Space Specifications:

The **Clubhouse Ballroom** measures 40' by 87'. This allows 3,354 square feet of useable space. This room features stunning views of the Newport River to the front, the 9<sup>th</sup> green to the right and the 18<sup>th</sup> green to the left. The Ballroom has direct access to the Terrace/Patio which makes for the perfect Wedding Ceremony location.



The **Terrace/Patio** measures 60' by 60'. This allows 3,600 square feet of usable space. The patio has stunning views of the Newport River and the 18<sup>th</sup> Green. With direct access to the Ballroom, this location is perfect for a Wedding Ceremony or for its own standalone event!



The **Rooftop Bar** interior has a capacity of 50 guests. The exterior can accommodate up to 150 guests. With stunning views of the Newport River, the 9<sup>th</sup> Green and the 18<sup>th</sup> Green the Rooftop Bar is the perfect place to hold your event.



The **Private Dining Room** measures 40' by 40'. This allows 800 square feet of usable space. This room features stunning views of the Newport River to the front and the 9<sup>th</sup> green to the right. Perfect for a small rehearsal dinner, anniversary party, bridal or baby shower.





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## Conditions of Services

The Club and Organizer both acknowledge and agree that any Function Agreement is made subject to the following conditions:

### **Attendance Guarantees:**

The Organizer must specify the exact attendance for the Function at least ten (10) business days in advance. This number will represent the final guarantee with no allowance for change, and any deviation may result in an increase charge. If an attendance guarantee is not received prior to the ten (10) business day deadline, the Club will assume the guarantee to be the number shown on the Function Agreement Contract. The Club, at its discretion, reserves the right to relocate or change the Function's location in accordance with any change in attendance. The Club reserves the right to move an outdoor Function to an indoor location due to inclement weather. Such a decision will be made six (6) hours prior to the Function. Every attempt will be made to consult the Organizer; however, the Club reserves the right to make this decision in the event that the Organizer cannot be reached.

### **Food and Beverage:**

- The Club reserves the right to provide all food and beverage service within its licensed areas.
- All room arrangements, configurations, menus and other details must be submitted no less than fourteen (14) days prior to the Function in order to allow the Club enough time to properly plan and execute the Function.
- Food and beverage prices are subject to change but are guaranteed for a sixty (60) day period after final Function arrangements have been made.
- Menu tastings are available complimentary by appointment Tuesday- Friday at 12:00. They are limited to 4 people and up to 5 items from the tasting menu and all tasting choices must be submitted 10 days prior to the food tasting.
- MCCC offers a variety of menu options based on your function type and budget. The event host will need to schedule an appointment with our catering chef to discuss menu options and cost.

- Except for the provision of celebration cakes or non-alcoholic favors, Morehead City Country Club will be the exclusive provider of food & beverage on the premises. No food or beverage items, including alcoholic beverages may be brought onto or removed from the premises.
  
- **All ABC laws will be enforced and adhered to.** If the consumption of outside alcohol is present at the event Morehead City Country Club reserves the right to ask participating parties to leave property or refuse bar service for the entire event. Only Morehead City Country Club servers/ bartenders may serve alcoholic beverages. We reserve the right to request proper identification of any person consuming alcoholic beverages; refuse alcoholic beverage service if a person is underage or cannot produce proper identification; refuse alcoholic beverage service at any time for any reason and to any person who, in Morehead City Country Club's sole judgment, should not be served alcohol.
- 1 Bartender is required for every 50 guests. **MCCC will provide 1 Bartender free of charge.** Each additional bartender will be **\$75.00.**

**Payment:**

- 50% of the Room Rental Fee is required as a deposit to secure the date and time of your function. This deposit is non-refundable in the event of cancellation but may be transferred to a later date.
- 3 months prior to the event 25% of the estimated total cost is due as well as the remainder of the Room Rental Fee.
- Full payment of the food and beverage total and any additional rentals are due with the final head count ten business days prior to the event date.
- A 6.75% State & Local tax and 20% service charge will be added to all special events.
- A credit card must be kept on file for all member sponsored events. Morehead City Country Club will charge the credit card provided for any event balance and associated late fees that are past due thirty (30) days after the date of the invoice.
- Open bar bills and any other accrued charges or fees are due within two (2) working days of the event.

**Conduct:**

- Morehead City Country Club reserves the right in its sole discretion to determine the acceptable noise level for all music and entertainment at the event. The Club shall have the right to reduce the sound to acceptable levels or to otherwise maintain sound as require by the Club and the town. The Organizer agrees to conduct the Event in full compliance with all applicable laws, by laws, regulations including any permits and or approvals required for the Event.

### **Personal Property:**

- Morehead City Country Club is not responsible for the loss, damage or theft of any personal property including any automobile theft or damage in the parking lot or with a third party valet service. Guarantor assumes responsibility for any and all property damage and or personal injury including attorney's fees, arising from any negligent act or omission by the Organizer, any of the Organizers guests, Vendors or other persons attending the events when in the building.

### **Linen Prices:**

\$25.00 per white floor length tablecloth

\$0.50 per white linen napkin

### **Stage Rental:**

\$500 – 12' x 18' stage

Set up and Break Down included.

### **Tent Rental:**

\$1,200 – 60' x 60' Pole Tent

Set up and break down included.

### **Additional Fees:**

- All events will be charged a mandatory 20% service charge and all applicable taxes.
- Optional - Valet Parking - \$2.00 per guest.

### **Policies:**

- The reserved space will be available for set-up no more than six hours prior to the event (earlier set up may be arranged closer to the event but is not guaranteed).
- Client will leave the space in the exact condition it was in before the event (this will be determined prior to set-up of event by a walk-through with a club representative).
- All permanent equipment and/or fixtures will remain as found when rented.
- Nothing is to be hung from the ceiling or taped to the walls (damage will be assessed at repair cost).
- Client must provide the exact number of tables and chairs needed at least one week prior to the function.
- No use of rice for throwing.
- Birdseed for throwing outside only.
- No glitter, sand or confetti.

**Additional Fees May Be Assessed If:**

- The client failures to return the spaces used back to its original walk-through state.
- Damage to any club property deemed to have been during the contracted function (replacement value).
- Bathroom facilities being excessively dirtied or abnormal stains left on the carpets, floors, or walls.
- Trash or debris left outside the building.

**Cancellations:**

- Any refunds or charges in the event of a cancellation is completely at the discretion of the Club. These monies will be based on the administrative time, all other related costs, and potential business loss the Club incurs because of such cancellation. Any events contracted and then canceled less than thirty (30) days prior to the Function will still incur a minimum charge of the required deposit and all other related costs. Events canceled less than forty-eight (48) hours prior to the Function will be charged in full.
- If acts of God or government authorities, natural disasters or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.





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## FUNCTION AGREEMENT

I have read and agree to the terms and conditions stated by the Morehead City Country Club Conditions of Service. I understand that my room rental fee deposit is a non-refundable payment that has solidified my event date. I understand that any cancellation made after this point will result in the loss of all funds paid to Morehead City Country Club for the below scheduled event. I understand that the remainder of my event fees must be paid in full, ten (10) days prior to my event. In the event that all funds are not paid by \_\_\_\_\_, Morehead City Country Club has the right to revoke Club privileges and cancel the scheduled event.

Name(s): \_\_\_\_\_

Contract Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Time Frame: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Specifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Host Signature & Date

\_\_\_\_\_  
Club Management Signature & Date