



**MEMBERS ONLY - SPECIAL EVENTS & WEDDING VENUE CONTRACT**

599 Patrick Henry Hwy, Amherst, VA 24521

Business Office 434-946-5860 Business@wintoncountryclub.com

Events Manager 703-477-2334 Events@wintoncountryclub.com

This contract is made effective as of \_\_\_\_\_ (date) by and between Winton Country Club and \_\_\_\_\_ (members).

The Member(s) represent that they desire to hold a special event or wedding on, named \_\_\_\_\_ on \_\_\_\_\_ (date) at Winton Country Club, between the hours of \_\_\_\_\_ and \_\_\_\_\_ in the Winton Manor House.

Therefore, the parties agree as follows:

**1. VENUE RENTAL FEE**

- ❖ The Member(s) agree to pay a non-refundable retainer of \$250.00 for Wedding or Large Event and \$100 for Lunch Event, and \$100 for The Tavern Event and \$150 for a Pool Party. This retainer is to secure the use of the venue for the specified date of the event/wedding and is payable at the time of contract signature. If, for any reason, Winton Country Club is unable to fulfill its contractual obligation under this contract, the entire retainer will be returned with no further penalties or liabilities. In the event of a cancellation by the member of this special event/wedding, this retainer will not be refunded.

**2. DATE CHANGES**

- ❖ In the event the Member is forced to change the date of the event/wedding, every effort will be made by Winton Country Club to transfer reservations to support the new date. The Member agrees that in the event of a date change, any expenses including, but not limited to, deposits and fees that are non-refundable are the sole responsibility of the Member.

**3. MEMBER CANCELLATIONS**

- ❖ In the event of a cancellation, the retainer is non-refundable.

#### **4. TIME AND EXTENSIONS**

- ❖ The Member understands that they are booking the Winton Manor for a limited time slot of up to 8 hours for Wedding or Large Event. This allows for 3-1/2 hours prior to the ceremony and 5 hours after the ceremony. The time slot is 3 hours for a lunch Event and Pool Party Event and 4 hours for The Tavern Event. Any additional time requested will be paid for in increments of \$125 per additional ½ hour. Payment may be made by check if paid 2 weeks prior to the event or earlier. If the decision is made anytime within the 2 weeks prior to the event, then payment must, and will only be accepted, via credit card.

#### **5. OUTDOOR LOCATION**

- ❖ The Member understands that they and their invited guests will abide by the permit requirements while on the property of Winton Country Club and Winton Manor House venue. This includes the following:
  - Permits required for any tents or live music. Winton Country Club will secure the permits from the County of Amherst and the cost of the permits will be the sole responsibilities of the Member
  - Winton Country Club management must approve placement of tables, tents, catering equipment, etc.
  - The Member must comply with all County of Amherst regulations and policies.
  - No underage drinking will be allowed at any special event/wedding.
  - No outdoor furniture may be left overnight on the Manor House property.

#### **6. UNFORSEEN EVENTS**

- ❖ The Member(s) cannot hold Winton Country Club responsible for the failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. In the case of an emergency or natural disaster, Winton Country Club will allow for the event/wedding to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor site use due to inclement weather will not be considered for refunds.

#### **7. FOOD & CATERING**

- ❖ The Member may choose Winton Country Club as their caterer. Any caterer other than Winton Country Club will be required to pay a \$500 service fee for the use of the kitchen to

be paid either by the bride or the caterer of their choosing. It is preferred that Winton Country Club is used as the caterer.

- ❖ If the Member's event/wedding is catered from an outside company, the catering company is responsible for the set-up, break-down, and cleanup of the catered site.
- ❖ Please allow appropriate time for break-down and cleanup of the event/wedding. Setup may take place the day of the event/wedding up to 2 hours prior to the event/wedding and break-down must occur the same day of the event/wedding and must be completed by 10:59pm.
- ❖ All event/wedding trash disposal will be provided for by Winton Country Club, and is included in the rental fee costs. Trash that is incurred by third party vendors must be handled by said vendors at the close of the event.
- ❖ All outside vendors (florists, bakers, musicians, etc.) must adhere to the terms of Winton Country Club's guidelines, and it is the Member's responsibility to share these guidelines with them.
- ❖ The rental fee includes tables, chairs and dinnerware, linens are an extra fee.

#### **8. COURTESY PROTOCOL**

- ❖ Winton Country Club reserves the right to request any person or group of persons acting with unruly or disruptive behavior contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

#### **9. LIABILITY**

- ❖ The Member cannot hold Winton Country Club, its Board of Directors, staff, and or volunteers liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage, or theft resulting from the use of any facility at Winton Country Club or Winton Manor House.

#### **10. ENTIRE AGREEMENT**

- ❖ This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between parties.

#### **11. AMENDMENT**

- ❖ This agreement may be modified or amended if the amendment is made in writing and signed by both parties.

## **12. SEVERABILITY**

- ❖ If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is unenforceable or invalid, but that by limiting said provision it may become valid and enforceable, then said provision shall be deemed to be written, construed, and enforced as so limited.

## **13. WAIVER OF CONTRACTUAL RIGHT**

- ❖ The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

## **14. APPLICABLE LAW**

- ❖ This Agreement shall be governed by the laws of the Commonwealth of Virginia.

## **15. RULES & REGULATIONS**

- ❖ The following is a list of rules and regulations to be upheld by the Member, which includes all event planners and wedding coordinators and third-party vendors who are involved in the planning and execution of the event/wedding on the premises of the Winton Country Club or Winton Manor House:
  - i. Event Ending Time: All events must end by midnight, 12:00am EST to allow for the timely and proper cleanup of the site.
  - ii. Decorations: Any decorations provided by the Member must be removed without leaving damages. Bases must be provided for all candles used.
  - iii. No furniture may be left on the premises overnight
  - iv. Management must approve placement of tents, tables, live music, catering equipment, etc.
  - v. Alcohol may not be served to minors. At any time, if the staff deems any person or persons to be excessively inebriated, they reserve the right to withhold service to, and or escort these guest(s) off the premises.

- vi. All electrical outlets on the property are available for use by the event/wedding party and their vendors. The Member is welcome to inspect the locations prior to the event.
- vii. Noise Regulations: No excessive noise after 11:00pm

**RENTAL CONTRACT**

**Reservation Process:**

A rental contract must be signed as well as appropriate retainers submitted in order to reserve Winton Country Club and Winton Manor House venue.

This contract is void if not returned within 2 weeks of issuance. Date \_\_\_\_\_

**TYPE OF FUNCTION:** Reunion \_\_\_\_\_ Wedding \_\_\_\_\_ Other \_\_\_\_\_

**DATE OF FUNCTION:** \_\_\_\_\_ **TIME OF FUNCTION:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NUMBER OF GUESTS:** \_\_\_\_\_

**Bride's/Member's Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Groom's Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Officiant: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reception Time: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Circle:    Disc Jockey    Live Music    Other: \_\_\_\_\_

Event/Wedding Planner contact Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Mother of the Bride Contact Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Father of the Bride Contact Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Mother of the Groom Contact Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Father of the Groom Contact Info:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### **CATERING CONTRACT**

In the event that the Member employs Winton Country Club as its caterer, the Member agrees to the following stipulations:

**1. SERVICE CHARGE**

- ❖ There will be a 20% service charge for all event/function, unless otherwise specified. At the Member's discretion, any extra gratuity will go directly to the service staff.

**2. GUEST COUNT**

- ❖ Final Guest Count, not subject to reduction, is due fourteen (14) days prior to the event date. Any additional Guest after the stated period is subject to extra charges as may be imposed by the CATERER.

**3. GUEST COUNT OVERAGE**

- ❖ MEMBER will only be charged for the guaranteed number of guests served. If there are more guests attending than the guaranteed guest count, the CATERER will charge the MEMBER accordingly.

**4. BEVERAGES**

- ❖ MEMBER assumes the right to provide all or part of the beverage supplies as needed. CATERER may also provide beverage service or Bar Support as previously agreed upon in writing. NO OUTSIDE ALCOHOL IS PERMITTED. All alcohol sales must be completed through Winton Country Club.

**5. TIME**

- ❖ MEMBER will be billed for additional staff hours for any extra time extension beyond the prior agreed upon time.

**6. STORAGE**

- ❖ Prior approval from CATERER is required for any storage service before or after the event/function.

**7. ASSIGNABILITY**

- ❖ This Contract is not assignable without the prior written consent from the CATERER.

**8. DAMAGE**

- ❖ CATERER assumes no responsibility for ANY damage or loss of merchandise, alcohol, equipment, furniture, clothing, or other valuables prior to, during, or after the event. CATERER will do everything possible to ensure that all of the MEMBER's supplies, rentals,

and equipment are cared for and maintained in good working order and without damage. When providing the location for the event/function, the MEMBER understands that accidents/breakage and/or damage may sometimes occur. CATERER will not be liable for any damage or loss, unless specifically caused by the willful negligent actions or conduct of CATERER or its employees.

**9. TAXES**

- ❖ MEMBER will be charged the applicable current rate for all services rendered as determined by the concerned government body.

**PRICING TIERS**

**CATERING**

The following pricing tiers are offered by Winton Country Club catering facility for any special event/wedding. The Member may choose from a template menu designed by Winton Country Club for any particular tier, or the Member may work with Winton Country Club to design his/her own menu.

Each will include:

- ❖ Two (2) or more options of a meat or vegetarian entre
- ❖ Two (2) or more side options
- ❖ Dinner roll
- ❖ Iced tea (both sweetened and unsweetened) and coffee

See attached menu

Prices will be subject to a 20% gratuity charge and a 9.3% sales tax charge

Other:	_____ / per head
Estimated Guest Count	_____
Sales Tax & Gratuity (29.3%)	_____
Total Food Costs	_____
Wine Order	_____
Beer Order	_____



By signing below, the Member agrees to pay for any damage to the interior or exterior of the Winton Country Club or the Winton Manor House or any of its furnishings that were due to direct actions of the Member, the guests, or vendors of the Member. The Member agrees to hold the Winton Country Club and its employees harmless, including court costs and any attorney fees, in the case that any legal action results from this event. **Full Payment due 7 days after Final Invoice received.**

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Member Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

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Member Signature \_\_\_\_\_ Date \_\_\_\_\_

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Winton Country Club Representative (printed) \_\_\_\_\_ Date \_\_\_\_\_

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Winton Country Club Representative (signature) \_\_\_\_\_ Date \_\_\_\_\_

Winton Manor House Wedding	\$250.00	Date Recv'd _____
Winton Manor House Party	\$250.00	Date Recv'd _____
Winton Manor House Lunch	\$100.00	Date Recv'd _____
The Tavern	\$100.00	Date Recv'd _____
The Pool	\$150.00	Date Recv'd _____

Payment Information: Visa / MasterCard / Discover / Personal Check / Money Order

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ CVC: \_\_\_\_\_ Amount: \_\_\_\_\_

# Wedding Information for the all-inclusive package

This page is to indicate whether you are using the Winton Manor all-inclusive package in whole or in part.

# of Bridesmaids: \_\_\_\_\_ # of Groomsmen: \_\_\_\_\_ Guest count: \_\_\_\_\_ Final Guest count: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_ Rehearsal: \_\_\_\_\_

Block of time: \_\_\_\_\_ Wedding Colors: \_\_\_\_\_

Retainer: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

First Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Final Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

\_\_\_\_\_ **Planner:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Caterer:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Cake:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Photographer:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Videographer:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Music:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Flowers:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Officiant:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Vendor:** \_\_\_\_\_ Retainer: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

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Member Signature

Date

# Buffet Options:

Option One: \$14.95 per guest...select 1 Entrée and 3 sides

Option Two: \$19.95 per guest...select 2 Entrées and 3 sides

Option Three: \$24.95 per guest...select 2 Entrées and 3 sides and your choice of Fruit and Cheese appetizer station or Veggie and Cheese appetizer station

## Entrées:

Sliced Roast Beef with Au Jus  
Oven – Roasted Chicken  
Chicken Marsala  
Garlic – Rosemary Baked Catfish  
Blackened Catfish  
Country Fried Catfish  
Honey Glazed Ham  
Pulled Pork Barbeque  
Lasagna  
Chicken Parmesan

## Sides:

Garden, Spinach, or Caesar Salad  
Southern Style Green Beans  
Whipped Potatoes  
Roasted Red Peppers  
Scalloped Potatoes  
Gloria's Mac & Cheese  
Steamed Seasonal Vegetables  
Oven Roasted Vegetables  
Rice Pilaf  
Pasta (Marinara or Alfredo)

## Dessert Options:

\$5.00 per person – Chocolate Lava Cake

\$3.00 per person - Gloria's Famous Pies (Lemon Meringue, Coconut Crème, Chocolate Crème, Apple or Pecan) or Fruit Cobbler

\$2.50 per person – Chocolate Fountain (served with marshmallows, fruit, and pretzels) or assorted desert bar

\$2.00 per person – Brownies or sheet cake

\$1.50 per person – Cookies (Chocolate Chip, Oatmeal, Peanut Butter)