



Private Events

INDIAN HILLS COUNTRY CLUB

Indian Hills Country Club offers a variety of scenic event spaces for you to host your special event. Outdoors, you can choose from our charming courtyard surrounded by florals and string lighting or our lawn space that overlooks rolling greens. Our clubhouse offers a multipurpose event space, divisible into three sections to accommodate your party size under 150 people. The versatile space is accompanied by a veranda overlooking the courtyard and lawn. It is our goal here at Indian Hills Country Club to curate memorable events for our members and guests alike. With keen attention to detail and a genuine willingness to serve, we will ensure your event is perfect from start to finish.

CLUB INFORMATION

770-971-2605

catering@indianhillsgc.com

www.indianhillsgc.com

4001 Clubland Drive | Marietta, GA 30068

WHAT'S INCLUDED

Exclusive access to the reserved event space including:

- In-House Tables
 - 48", 60", 72", Cocktail Tables (36"), 6', 8', and Regular Square Dining Tables
- In-House Chairs
- Event setup and event breakdown
- All Glassware, Dishware, and Silverware
- Complete staff appropriate to the event needs
- Linen Napkins (Any color with advanced notice)

OPTIONAL ADD-ON SERVICES

Audio visual equipment or decor:

- Podium | *Complimentary*
- American Flag | *Complimentary*
- Smart TV's | *\$25 (Includes Set-Up)*
- Microphone | *\$25*
- Easel | *\$10 each*
- Cake Stands | *\$10 each*
- Bud Vases | *\$50 per Event*
- Table Numbers and Stands | *\$25 per Event*
 - Gold, Black, Silver Available
- Charger Plates | *\$1 Each*
 - Gold or Silver
- Tea Light Votives and Candles | *\$5 per Table*
- Cylinder Vases with Floating Candles | *\$5 per Cylinder*
 - Ask About Add-on Décor for this Centerpiece
- Mirror Plate Centerpieces | *\$5 per Table*
- 9 Inch Wood Slice Centerpieces | *\$5 per Table*
- Black Spandex Linens | *\$5 per Table*
- Table Linens | *\$20 per table*
- Donut Wall | *\$25 each (Does Not Include Donuts)*
- White Padded Folding Chairs | *\$125 Set Up Fee*
- Champagne Wall | *\$150 (Does Not Include Glassware or Beverage Product)*
- Wedding Arbor | *\$200*
- Dance Floor | *\$250 (Includes Set Up and Breakdown)*
- Outdoor Set Up Fee | *\$250*
- Outdoor Bar Set Up | *\$75 per Bar*
- Outside Cake Cutting Fee | *\$75*

Initial: _____

PRIVATE ROOM RENTALS

Room	Capacity	Member Fee	Member Sponsored Fee	Non-Member Fee
Cherokee	40	WAIVED	\$125	\$250
Choctaw	16	WAIVED	\$75	\$150
Main Dining Room	60	WAIVED	\$250	\$500
Ballroom	120	WAIVED	\$375	\$750

*Based on the room floor plans and guest count, additional space may need to be reserved.
Upstairs Club closure requests must be approved by the Catering and Events Director and General Manager.

CATERING MENU

Scan our QR code to view!



Initial: _____

TYPES OF EVENTS

MEMBER-HOSTED PRIVATE EVENT

This describes any event that a Member is hosting for their family and/or friends. Examples include private family dinners, children's birthday parties, etc. These events are hosted and planned by the Primary Member, or their Spouse and they are directly communicating with the IHCC Catering & Events Department for any/all planning purposes.

MEMBER SPONSORED EVENT (FOR ANY NON-MEMBER)

This describes any event that a Member, or their Spouse, is not directly hosting but is willing to sponsor a guest to host at the Club. Examples of these events include weddings, bridal showers, birthday parties, school functions, etc. These events are hosted by a Non-Member and that host is communicating with the IHCC Catering & Events Department directly (or via a planner) for any/all event needs. The Member sponsor must personally be responsible for the payment to cover the cost of the event if payment has not been provided by the host. Non-Member hosts can choose one of the following methods for payment:

1. Event is billed directly to the Member's account and the Non-Member pays the Member directly.
2. Event is billed to the Non-Member account and the Non-Member writes a check to the Club prior to the conclusion of the event.
3. Event is billed to the Non-Member account and the Non-Member pays with a credit card, that is subject to a processing fee, to the Club prior to the conclusion of the event.

NON-MEMBER EVENT

This describes any event that a Non-Member of the club is directly hosting. Examples include weddings, bridal showers, birthday parties, school functions, etc. These events are hosted by a Non-Member and that host is communicating with the IHCC Catering & Events Department directly (or via a planner) for any/all event needs.

Initial: _____

FOOD & BEVERAGE MINIMUMS

Indian Hills Country Club requires a food & beverage minimum for all private events. All food and beverage minimums are subject to service charge and applicable taxes. If the event total is less than the minimum required, the difference will be factored into the final payment as a room fee.

Each time period throughout the day has a specific minimum that must be met. Minimums are listed in the diagram below:

MONDAY-THURSDAY PRICING

Room	Breakfast 6:00 a.m.-11:00 a.m.	Lunch 11:00 a.m.-4:00 p.m.	Dinner 4:00 p.m.-11:00 p.m.
Cherokee	\$700	\$875	\$1,200
Choctaw	\$300	\$375	\$500
Main Dining Room	\$1,200	\$1,500	\$2,000
Ballroom	\$2,000	\$3,000	\$4,000

FRIDAY-SUNDAY PRICING

Room	Breakfast 6:00 a.m.-11:00 a.m.	Lunch 11:00 a.m.-4:00 p.m.	Dinner 4:00 p.m.-11:00 p.m.
Cherokee	\$700	\$875	\$2,000
Choctaw	\$300	\$375	N/A
Main Dining Room	\$1,200	\$1,500	\$3,000
Ballroom	\$2,000	\$3,000	\$6,000

Initial: _____

FOOD & BEVERAGE POLICIES

In alignment with our commitment to maintaining the quality and consistency of our offerings, outside food and beverages are not permitted on the premises for reasons of safety, hygiene, and maintaining the quality of our services. This policy allows the Club to uphold the standards of excellence that we strive to deliver each and every guest while remaining in compliance to our licensing agreement and health standards. In the event of any unintentional oversight, please be advised a nominal penalty fee will be applied to cover associated expenses.

The Club will allow an exception for wedding cakes and specialty desserts. Wedding cakes and specialty desserts must come from a licensed vendor and be approved by the Director of Catering and Events.

Indian Hills Country Club requires menu selections to be made 30 days prior to confirmed events. All pricing is subject to change, based upon market conditions and availability. No menu pricing will be confirmed earlier than 30 days prior to your scheduled event. The Club reserves the right to make equal substitutions for any items that are out of stock or unavailable. Georgia state laws require that all food and beverage must be consumed on property, apart from wedding cakes and specialty desserts, and cannot be removed from Club property.

BAR POLICIES

To ensure seamless service and guest satisfaction, the Club requires a specific ratio of bartenders based on the event beverage service needs. For events featuring beer and wine only, one bartender will be required per 100 guests. For events offering a full bar service, one bartender will be required per 50 guests. A private bar and bartender will be provided upon request for \$100 per bartender. Club policy allows staff to ID any guest appearing to be under the legal drinking age. Shots are prohibited.

EVENT GUIDELINES

An event is any private function exceeding (20) guests or more where a reservation of one or more of the Club's rooms/facilities is utilized for the exclusive use of the private party. For an event with less than 20 guests, the club can offer a private event space based on availability for a la carte dining. A confirmed date reservation for an event may not be made more than twelve months in advance, unless approved by the General Manager and/or the Assistant General Manager.

If you wish to reserve a date without contractual commitment, the Club will provide a complimentary 2 week tentative hold on any date less than 12 months out but more than 30 days before the event day at no cost.

Initial: _____

EVENT GUIDELINES CONT.

All event reservations are provided in 4 hour increments. Additional time spent beyond the 4 hour event time frame is subject to approval and an additional room rental fee minimum of \$100. All event reservations are required to pay a non-refundable deposit of 25% of the event fee to book the date. The clubhouse will close no later than 11 pm and any extension of these times are subject to an additional fee of \$500 per hour. The General Manager and/or Assistant General Manager may use discretion on waiving this rule within 30 days of the event.

Indian Hills Country Club reserves the right to reassign any private function room at its discretion.

A guaranteed number of guests is required 14 days prior to the event. If the Event Manager does not receive the guaranteed guest count as scheduled, the anticipated attendance number will be used as a final count. All food and beverage events are billed at the guaranteed attendance number or the actual number of guests served, whichever is greater. It is the host's responsibility to email in the guaranteed headcount to the Catering and Events Office at catering@indianhillsgc.com.

All event floor plans will be prepared 30 days prior to the event date and finalized at 14 days prior to the event. Additional linens requested less than 14 days prior to the event are subject to availability. Any significant day-of changes to the agreed upon floor plan will be subject to a fee of \$150.

Hosts shall be responsible for the conduct of their guests. The host agrees to be responsible for any damages incurred to the premises or any other area of the Club by the host, guests, independent contractors or other agents that are under the host's control, or the control of the independent contractor hired by the host while on premises. Children are not permitted to wander the grounds unsupervised by an adult at any time.

The Club is not responsible for the loss of any merchandise or articles brought into the Club or any items left unattended. Storage is not guaranteed prior to the event. All items must be removed on the day/evening of the event unless otherwise approved by an Event Manager. The Club may require for certain events that security guards, acceptable to the Club, be provided at the Member or Non-member's expense. Cleaning fees may be charged at the conclusion of an event, at the discretion of the Management team if excessive damage is documented.

Initial: _____

SPONSORSHIPS

To ensure clarity and alignment with our objectives, please note the following guidelines regarding permissible sponsorship types:

ACCEPTED SPONSORSHIP TYPES

Sponsorship contributions are limited to monetary donations, provision of services, or products/goods.

EXCLUSIONS OF FOOD & BEVERAGE

Please be advised that sponsorships involving F&B provisions are not permitted without approval from the Director of Catering & Events.

These guidelines have been established to maintain consistency in sponsorship offerings and to best fulfill the needs of the event.

SERVICE CHARGE & TAXES

A service charge of 20% will be applied to offset labor and fees associated with hosting an event at the club. In addition to a 6% Georgia state sales tax, a 3% liquor tax will be added when applicable.

DRESS CODE

All guests of Indian Hills Country Club must observe the club's conservative dress code and must conduct themselves in a respectful manner. Denim, cargo pants, attire with holes or tears, flip flops, leggings, sweatpants and the like, are not permissible attire in the clubhouse. Business casual attire is required. This means contemporary clothing pieces such as khakis, slacks, blouses, or a collared shirt along with maintaining proper hygienic practices. We strive for all members, guests, and employees alike to maintain a polished & well presentable aesthetic that coincides with our culture and standards at Indian Hills Country Club.

Initial: _____

WEDDING EVENTS

The Events Manager will assist you in the selection of which area of the Club will best accommodate your wedding ceremony and a practice date, if available. There is a ceremony-site fee of \$500.

Due to a high volume of events, the ceremony location will not always be available on the practice date. Indian Hills Country Club will work to accommodate the best location for your wedding party if the situation occurs.

Each wedding is required to have a licensed day-of planner that will assist you in the ceremony agenda, planning, set-up, vendor correspondence, and directing the ceremony, bridal party, and reception on the day of the event.

If set up items and/or decor that Indian Hills Country Club does not own are requested to outfit an event, the rental charges will be added to the hosts invoice directly. Additionally, all rental items (tents, stages, pipe & draping, arbors, etc.) are required to be set up and broken down by the rental company directly, not the Club staff. Please note, companies often charge an additional fee for this service and the service must be requested by the host.

Indian Hills Country Club culinary staff will cut and distribute the wedding cake or specialty desserts upon request. A \$75 fee is applicable for this service.

All trash must be disposed of in the designated areas at the conclusion of the reception, including but not limited to florals, balloons, candles, sparklers, and/or any additional disposable décor. Please be advised, due to scheduling and space constraints, it is not permitted to bring in decor prior to the event or to leave it on premises after the event concludes.

WEATHER CONTINGENCY PLAN

Indian Hills Country Club requires a detailed contingency plan should any part of an event be hosted outdoors. The application of the detailed contingency plan is required to be made by the event host 48 hours in advance of the event date. The Club understands that Georgia weather is simply unpredictable at times and if your event takes place on an outdoor location, we will utilize our indoor clubhouse space to accommodate for any weather inconveniences.

Initial: _____

BILLING

Upon booking an event, a non-refundable advance deposit of 25% of the event total must be paid by check or major credit card to book the space. All deposits will be applied in full to the final balance of the event.

A maximum of \$2,500 may be billed to your membership account for this event. Any final billing amount that exceeds the \$2,500 limit must be paid in conclusion of the next business day after your event. Delay in final payments will result in a 3% fee of the total event cost per week. Final payment arrangements are to be payable to Indian Hills Country Club directly. The Catering and Events Office accepts personal checks and credit card payments. For all credit cards, a 3% processing fee per transaction will be applied.

To request an itemized event statement, please contact the Catering and Events Office 1 week following the event via email catering@indianhillsgcc.com. In the email request, please provide the event name and date of the event.

BILLING SCHEDULE

25% of event minimum due upon contract signing	Date:_____	Amount:_____
50% of event minimum due at 90 days prior to event	Date:_____	Amount:_____
25% of remaining event minimum due 30 days prior to event	Date:_____	Amount:_____

CANCELLATION POLICIES

We understand situations can arise in which you must cancel the event. Due to limited availability, Indian Hills Country Club requests a cancellation notice to be submitted by email to catering@indianhillsgcc.com a minimum of 30 days prior to the event.

91+ DAYS BEFORE EVENT

Any deposit(s) made will be non-refundable, but no additional fee or deposit will be required.

31-90 DAYS BEFORE EVENT

A cancellation fee at 50% of the event minimum total will be required. Any deposit(s) made will be applied toward this fee and are non-refundable.

30 DAYS BEFORE EVENT

Event minimums are required to be paid in full. No refunds will be provided.

If you wish to postpone an event to a new date, the event must take place within a year of your original date booked. Postponing an event will be subject to a \$50 fee.

Initial:_____

EVENT RESERVATION AGREEMENT

Point of Contact: _____

Phone Number: _____

Email: _____

Member Number: _____

Member Sponsor Name: _____

Member Sponsor Phone Number: _____

Member Sponsor Email: _____

Date of Event: _____

Estimated Number of Guests: _____

The Event Time Window:

Monday-Thursday

☐ Breakfast (6:00 a.m.-11:00 a.m.) ☐ Lunch (11:00 a.m.-4:00 p.m.) ☐ Dinner (4:00 p.m.-11:00 p.m.)

Friday-Sunday

☐ Breakfast (6:00 a.m.-11:00 a.m.) ☐ Lunch (11:00 a.m.-4:00 p.m.) ☐ Dinner (4:00 p.m.-11:00 p.m.)

Room Rental: _____

Room Rental Fee: \$ _____

Food and Beverage Minimum: \$ _____

Final Menu Selection Due (30 Days Prior): _____

Final Guaranteed Headcount & Floor Plan (Due 14 Days Prior): _____

Initial: _____

CREDIT CARD AUTHORIZATION

I, _____, authorize Indian Hills Country Club to charge to my credit card for the event costs associated with this contracted event booking.

Name on Credit Card:

Circle the Type of Credit Card:

AMEX

VISA

MASTERCARD

Credit Card Number:

Expiration Date:_____ CVV Code:_____ Billing Zip Code:_____

All credit card transactions will incur a 3% processing fee.

Circle the preferred payment method:

personal check

member signature

card on file

ACKNOWLEDGEMENT OF AGREEMENT

To ensure the Member, Member Sponsor, and/or Non-Member Host has read the above document and understands the terms and conditions of hosting an event at the Indian Hills Country Club.

Print Member (Or Member Sponsor) Name:

Print Non-Member Host Name:

Member (Or Member Sponsor) Signature:

Non-Member Host Signature:

Date:_____

Date:_____

Date:_____

Qiana Smith, Director of Catering
Indian Hills Country Club