



Catered Events

Events & Weddings
2018

1 Pavilion Way, Cashiers, NC 28717

828-743-3640

www.chattoogaclub.com



Welcome to The Chattooga Club!

Thank you for your interest in The Chattooga Club for your special event! Our team is eager to take care of your every need and help make planning your event as easy as possible. Few occasions are celebrated as wonderfully as a Chattooga Club event. We look forward to customizing your event details to suit your needs.

The Club offers a full array of services ranging from five star food and beverage service, luxury suites, spa treatments, croquet, tennis, and swimming. We can arrange other activities in the Cashiers area for your convenience through our concierge.

Our goal is clear, we want to make your time at Chattooga special and help you build memories that last a lifetime. We want to offer the very best service that we can in a relaxed friendly world class environment and take care of all the details so you can enjoy your special event.

We would be delighted to meet with you and get your event started! Consultations and on-site tours should be pre-arranged, so please call for an appointment.

Sincerely,

The Chattooga Club Team
828-743-3640

Facility Rental Charges



Conference Room
Meeting Space for up to 10 guest \$100.00

Private Dining Room (2)
Seated meeting or Dinner up to 12 people
\$100.00 per room

The Chattooga Club Facility Rental Member \$7,000.000

Non Member \$9,500.00

This includes the Pavilion, Main Dining Room, Library, Private Dining Rooms, Conference Room and Bear Bar

*Parties over 150 guests (or if space for a band/food stations is needed) must rent a tent.

This price is not included in the cost of the facility rental. Rentals must be handled through The Chattooga Club.



Ceremony Site Rental

\$1,500.00 Chattooga Lawn Mac's View* \$3,000

includes 150 white folding garden chairs

*Transportation (small vans) will need to be provided for guests.

Parking is not available at Mac's View.

Pavilion Rental

\$5,000 Member

\$7,500.00 Non Member

**we are unable to move the center table in the Pavilion due to the size/weight

Dining Room Rental

\$2,000 Member

\$3,000.00 Non Member

Chestnut Society Pool Rental

\$25 per person (Chestnut Society Members Only)



Pavilion and Dining Room Rental Combination Includes

- Setup and Cleanup
- Table and chairs (up to 150 people)
- Ivory Linen Napkins
- Plates, Glassware and Silverware (up to 150 people)
- Parking and Restroom Attendants

Golf Cart Rental

Departure Vehicle \$150 guest transportation \$75 per hour

Speakers and Cordless Mic Rental \$250

The Chattooga Club Guidelines

FACILITY RENTAL:

Only members and their sponsored guests will be allowed to rent the facilities for special events. The sponsoring member shall be responsible for all charges incurred by the guest.

Chattooga Club Members may rent the following areas:

- ~ The Main Dining Room
- ~ The Pavilion
- ~ The Library
- ~ Conference Room
- ~ Private Dining Rooms
- ~ Croquet Lawn
- ~ The Bear Bar
- ~ Mac's View
- ~ Spa Pool

Chestnut Society Membership is required to rent the following:

- ~ The Family Gathering Area
- ~ The Chestnut Society Pool

***An Event Director will be on site as a Chattooga Club representative**

***For all weddings, a professional event planner must be present for the duration of the set up and execution of the event.**

DEPOSIT, PAYMENT & CANCELLATION INFORMATION:

In order to secure your preferred date and venue the Facility Rental Fee and signed contract is due no later than two (2) weeks after booking your event. Deposits are non-refundable.

The Chattooga Club accepts checks to pay your event balance. For all members, we will bill the event charges to your member account. Estimated payment in full is expected 10 days prior to the event. Any remaining balance will be billed post event and due immediately upon receipt. Failure to pay the bill within 30 days will result in the charges being applied to the billing statement of the sponsoring member. Final payment must be received no later than two business days after your event.

GUARANTEED GUEST COUNT:

Final guaranteed guest count is the number provided to the club in order to effectively coordinate your special event. This count will be used to determine ordering quantities of food, beverage and equipment. This final guest count must be provided at least fourteen days prior to the scheduled event. Once the final guaranteed guest count is made it is treated as a guest count minimum, and will determine the minimum payment amount that the client will be responsible for. In the event that you should need to increase your guest count The Chattooga Club will strive to accommodate your needs.

FOOD:

The Chattooga Club provides a full catering service; therefore, outside catering is not permitted. Wedding Reception **minimum food cost per person is \$120.**

CHINA & LINEN:

The Chattooga Club will provide the house china and linens at no additional cost (for up to 150 people). **If numbers exceed 150, equipment will need to be rented at the expense of the client.** Specialty linens or glassware, plates may be rented for an additional cost.

PRINTED MENUS:

Printed Menus are available for each table or place setting for plated dinners. Designs must be submitted for printing 5 days before the event.

Guest Selected Entrées: Some clients want to provide their guests with the option to choose their meal from a list of per-determined entrées. In this case, the client is required to provide entrée identification (marked place card or name tag). Exact entrée counts must be communicated to the Chattooga Club with your guest count fourteen days prior to your event.

Dietary Restrictions & Special Meals: Some guests may have allergies and other dietary restrictions. The Chattooga Club is happy to accommodate these special needs whenever possible. We do require that any dietary restrictions be communicated along with your guest count guarantee at least fourteen days prior to the event. The client is required to provide special identification (marked place card or name tag) for any diners with special dietary needs.

The Food and Beverage Manager will provide a suggested list of wine from which to make your selections. Final bar selections must be submitted four weeks prior to the event. The management staff, at its discretion, reserves the right to discontinue service to any patron.

**A 22% service charge will be calculated on the final food and beverage cost. 7% sales tax will be charged on all expenses except the facility rental fee.

WEDDING CAKES:

Our Pastry Chef is available to make wedding cakes. If a cake is brought on property from another baker, a \$120 cake cutting fee will apply.

CELL PHONE USE:

In order to maintain a calm, relaxing, and peaceful environment for our guests, cell phone use is not permitted on property photos are allowed. House phones are located throughout the Lodge.



PARKING & RESTROOM ATTENDANTS:

Rentals of the facility will include parking and restroom attendants. Parking attendants guide guests and maintain traffic flow.

VENDORS:

A list of suggested vendors is attached. The Chattooga Club will need contact information for all vendors. All off premise vendors are responsible for their own supplies and the conduct of their staff.

Floral arrangements are asked to be completed at least one hour prior to the start of the event to ensure staff has enough time for table settings, etc. Access to the Dining Room and Pavilion will begin at 2:15 p.m. on the day of the event. If additional time is needed, please let the Event Director know as soon as possible so that arrangements can be made. Any supplies left must be picked up before 10:00 a.m. the following day. Florists must provide set-up and break-down cleaning.

The band set up needs to be completed at least one hour prior to the start of the event. Guests are asked not to accompany the band. Parking is provided in designated employee parking area. Vendor meals and other arrangements can be made for all vendors. Please have final counts for all vendor meals when turning in your guaranteed guest count.

RESCHEDULING EVENTS:

The Chattooga Club reserves the right to determine that the event cannot occur on the scheduled date due to severe adverse weather or other unforeseen circumstances. In that event, The Chattooga Club, in consultation with the member/sponsoring member and client will provide rescheduling dates from which the member /sponsoring member and client may choose to reschedule. Should the member/sponsoring member not choose one of the offered rescheduling dates within ten days after they have been provided by The Chattooga Club the event will be deemed canceled.

LODGE ROOMS:

The Chattooga Club Lodge consists of seven rooms. **FOR ALL WEDDING EVENTS, ALL AVAILABLE LODGE ROOMS MUST BE RENTED BY THE WEDDING PARTY FOR BOTH WEEKEND NIGHTS.**

EVENT TIME:

In consideration of the Pavilion neighbors, the volume of music should be kept at a reasonable level. All music and bars must end no later than 10:30 P.M.

DRESS CODE:

Chattooga Club members and their guest should dress according to the club dress code. Shirts with collars must be worn at all times. No T-shirts are allowed. Tennis length shorts and shoes are required at all times and on all premises of the club, except for the pool area. Jackets are required for certain dinner services. If you have any questions please feel free to call the front desk.

DAMAGES:

The Chattooga Club is not responsible for damages or loss of any items left in the club prior to or following any function.

The member/sponsoring member is responsible and shall reimburse the club for any damages, loss or liability incurred to the club by any of the member's guests.

Fireworks/Sparklers are not permitted on property; any violators will be charged \$500.00 cleanup fee and be responsible for any damages.



Catered Event– Open Bar

The Chattooga Club offers packages to accommodate your special occasion. Below are packages for your open bar

PLATINUM BAR PACKAGE

First Hour - \$22.00

Additional Hours - \$ 14.00

Premium Wine Selections
Domestic, Local, and Imported Beer Selection
Soft Drinks, Iced Tea, Coffee
Estate and Premium package selections included
also

Vodka –Belvedere / Tequila – Patron Anejo
Chopin Gin –Hendricks Rum – Appletons 12 yr
Bourbon –Knob Creek Whiskey – Crown Royal
Scotch – Glenfiddich 12 yr. / Glenlivet 12 yr

PREMIUM BAR PACKAGE

First Hour - \$20.00

Additional Hours - \$ 12.00

Premium Wine Selections
Domestic, Local, and Imported Beer
Selection Soft Drinks, Iced Tea, Coffee
Estate packages selections included also

Vodka – Kettle One / Grey Goose
Tequila – Milagro Gin – Bombay Sapphire / Tanqueray
Rum – Mount Gay
Bourbon – Maker’s Mark
Scotch – Chivas
Whiskey – Jack Daniels

ESTATE BAR PACKAGE

First Hour - \$18.00

Additional Hours - \$ 10.00

Premium Wine Selections
Domestic, Local, and Imported Beer
Selection Soft Drinks, Iced Tea, Coffee

Vodka – Tito’s Tequila – Jose Cuervo
Gin – Beefeaters Gold Rum – Bacardi Light
Bourbon – Jim Beam Whiskey – Seagram’s 7
Scotch – Dewar’s



Catered Event- Drink Packages



ESSENTIAL BEER & WINE PACKAGE

First Hour - \$14.00
Additional Hours - \$8.00

Premium Wine Selections

Domestic, Local, and Imported Beer Selections
Budweiser, Bud Light, Michelob Ultra, Miller Lite, Coors Light, Heineken,
Corona, Highland Gaelic, Sierra Nevada Pale Ale
Soft Drinks, Iced Tea, Coffee

CHATTOOGA BUBBLY BAR

First Hour - \$15.00
Additional Hours - \$8.00

Add elegance to your event at The Chattooga Club with our Bubbly Bar. Our Bubbly Bar is a way to wow your guest as they arrive or before your toast. Included is a traditional glass of sparkling wine your guest can make all their own. Included are orange juice, cranberry juice, peach juice, and pomegranate. Top off your glass with fresh berries to create a one of a kind experience for your guest.



CHATTOOGA BRUNCH BAR

First Hour - \$15.00
Additional Hours - \$8.00

Create an exceptional experience for your guest by adding our Chattooga Brunch Bar. Enjoy a Bloody Mary made with our house made mix, or try a glass of sparkling wine with orange juice, cranberry, peach juice and pomegranate. Soda, coffee, and iced tea are included. This is a perfect addition to your special event at The Chattooga Club.



CORDIALS ADDITION

Each Hour - \$8.00

Add flare to your coffee or give your guests an additional selection to your bar packages. Our cordial additions include Bailey's, Amaretto, Kahlua, Frangelico, Drambuie, and Sambuca.

CHAMPAGNE TOAST

Per Person - \$2.50

Toast to the special event with a glass of your choice of sparkling wine. Each guest will receive a full glass to cheers with you!

Recommended Vendor List

FLORISTS

Fiddlehead Designs: (828)-743-5362 Cashiers, NC.

Floressence Flowers ((828) 490-1231 Brevard, NC floressenceflowers.net

Earth Blooms (864) 723-0909 Kelly Singer

TENT RENTALS

Professional Party Tent Rentals Inc.: (828)-743-9676 Cashiers, NC

PHOTOGRAPHERS

Vue Photography (404) 844-8568 Atlanta, GA

ACCOMMODATIONS IN THE AREA ~ CASHIERS:

Lodge at Chattooga: Chattooga Club (Suites rental required for weddings booked at the club) (828)

743-3640 Laurelwood Mountain Inn: Cashiers, NC (828) 743-9939

High Hampton Inn: Cashiers, NC (828) 743-2411

Sapphire Valley Rentals: Sapphire, NC (828) 743-3441

The Hampton Inn: Sapphire, NC (828) 743-4545

Pebble Creek Village (828) 743-0623

ACCOMMODATIONS IN THE AREA ~ HIGHLANDS:

Hampton Inn Highlands: Highlands, NC (828) 526-5899

Highlands Inn: Highlands, NC (828) 526-9380

Highlands Suite Hotel: Highlands, NC (828) 526-2590

Old Edwards Inn: Highlands, NC (828) 526-9319

SPA SERVICES

The Chattooga Club Spa and Life Enhancement Center: 828-743-1340.

MAKEUP & HAIR

The Chattooga Club Spa and Life Enhancement Center: 828-743-1340.

DANCE BAND AGENTS

East Coast Entertainers: Terry Lee Evans (404-351-2263)

tevens@eastcoastentertainment.com

TRANSPORTATION

Highlands Transportation Service: (828) 526-4113 or 828-681-0051

Elite Limousine: (864) - 235-7885

M L Concierge / Shuttles Email- mlongservices@gmail.com Cell- 704-860-4515

****VUE Photography was used in this brochure****