

PARTY POLICY

Purpose:

In an effort to standardize services for private parties held at the Club and in order to help defray overhead expenses resulting from such events, the Board has adopted a Party Policy.

Scope:

Members, Board, Management

Responsible Party:

Board, Management

Associated Document(s):

Party Contract

POLICY

- I. A party occurs whenever more than twelve (12) non-member guests of one or more club members are in attendance.
- II. This policy does not apply when bringing guests to the Club for meals in the dining room since this is controlled through the reservation process with the manager.
- III. All parties must be booked with the General Manager or Front Desk Attendant. In the event that a request is not covered in this policy, the request will be forwarded to the Operations Committee for consideration.
- IV. Failure to schedule a party/event with the General Manager or Front Desk Attendant and/or other violations of the Party Policy will result in disciplinary action by the Board.
- V. Due to space restrictions, during the summer season (Memorial Day Weekend through Labor Day)
 - a. Only functions hosted by members and their immediate families will be approved for the dining room on Saturdays and Sundays. Immediate family includes unmarried children under the age of 26 and parents. A member may not sponsor a party for extended family, friends, church groups, class reunions, etc. on weekends during the summer season.
 - b. No event in the dining room may be scheduled to start before 4:00 pm on weekends.
 - c. No private parties will be approved in the dining room or picnic area on a holiday.

- d. Private parties, other than Celebrations of Life, will not be permitted in the dining room on any day/night of a regular scheduled meal served by the Club or on any night of a Club function.
 - e. Only members may rent the picnic area for parties.
 - f. Parties will not be allowed in the picnic area on Saturdays or Sundays.
 - g. Parties in the picnic area will be limited to 75 guests. Multiple parties may be scheduled; however, total number of guests for all parties must not exceed 75. The member who schedules first and expects 30 or more guests must be informed and agree in order to schedule an additional party.
 - h. For parties in the picnic or ground floor porch area, the host is responsible for putting all tables back in their proper position within one hour following the event.
- VI. Parties in the picnic area may not interfere or restrict Club member use.
- VII. The dining room can comfortably seat 100 guests when no dance floor is needed or 75 guests when a dance floor is used; however, the capacity can never exceed Fire Marshall's limitations.
- VIII. Parties/events at the Hanover Seaside Club must end no later than 11:00pm. The host is given 1 hour after the end of the event to remove all decorations and rented items. The Wrightsville Beach Noise Ordinance states that there can be no outside music/noise after 10pm. Inside music after 10pm must not disturb neighbors inside their abodes; therefore, volume must be turned down at 10pm.
- IX. All parties at the Hanover Seaside Club must be sponsored by a Club member, and that member must be in attendance for the entirety of the event. The sponsoring member must pay for all the expenses associated with this event.
- X. Due to insurance and safety reasons, no parties will be allowed at the pier or sound side (see Section I for definition of party).
- XI. In the event that a non-scheduled event is held at the pier/sound, the member is subject to disciplinary action by the Board.
- XII. No ball teams/sports parties are permitted at the Club.
- XIII. The Club shall have first right of refusal to cater all parties. If the Club is unable to accommodate the catered meal, an outside caterer may be used. Kitchen/canteen facilities will not be available to an outside caterer. The outside caterer is responsible for cleaning the serving area and disposal of all trash. Trash must be placed in trash bags in the dumpster provided.
- XIV. Decorating for all parties or Club functions must have approval of the General Manager. No open flame candles are permitted.

- XV. Any damage will be the responsibility of the member signing this agreement.
- XVI. Weddings/events on the beach strand must meet Wrightsville Beach guidelines and have proper permits.
- XVII. Any function that is serving alcoholic beverages of any kind must adhere to the following:
 - a. No attendee under the age of 21 will be allowed to consume any type of alcohol on Hanover Seaside Club premises.
 - b. The sponsoring Club member accepts full responsibility for insuring that (a) above is strictly adhered to.
 - c. Depending on the size and scope of the function, the Club reserves the right to require that certified ALE bartender(s) be used for dispensing of alcoholic beverages.
 - d. Any attendees consuming alcohol must be able to provide proof of age if requested by bartender(s), Club management, or sponsoring Club member.
 - e. Failure to comply with this section will be treated as a serious violation of NC State Law and Hanover Seaside Club Rules and could result in loss of membership for the sponsoring member(s).
- XVIII. No glassware is allowed on porches or in the snack bar area.
- XIX. Reservation Fee Structure – Catering Fees will be added to reservation fee. The rental fee includes set-up and clean-up. Limited set-up is available for small gatherings. Room rental fee is for 4 continuous hours. If more time is needed, additional fees will be charged. Applicable sales tax will be added to room fees. For fee purposes, a member party is a party hosted by the member, their spouse, dependent children, or parents. Parties include but are not limited to birthday, anniversary, shower, wedding graduation, reception, rehearsal, retirement, family reunions and parties for employees of a company owned by the member. All others will be considered non-member parties. In the event a member feels that their party should be charged as a member party, but it does not fit in the categories above, the member may appeal to the Operations Committee.

Unless where otherwise noted, nonrefundable reservation fee is due at contract signing and must be paid in order to hold the date.

| Location | Event Type | Member | Non-Member |
|-------------|---|---------|---|
| Dining Room | Weddings, Wedding Receptions | \$1,000 | \$2,500 \$1250 nonrefundable reservation fee due at contract signing. Remaining fee due 30 days prior to the event. |
| Dining Room | Parties/gatherings with 50 or more attendees:(if the party requires extra set-up or clean-up, the fee may be increased) | \$250 | \$625 |
| Dining | Parties/gatherings with less than 50 | \$100 | \$250 |

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| Room | attendees | | |
| Dining Room | Small daytime gatherings where attendance is between 12-25 people and limited to 4 hours. | \$50 *if HSC caters, no room fee will be charged | Not available |
| Dining Room | Celebrations of Life - for immediate family (Immediate family includes children and parents). Catering must be provided by the Club. | -0- | Not available |
| Picnic Area - inside or outside | Weddings, Receptions, Rehearsals or Rehearsal Dinners. | \$250 | \$500 |
| Picnic Area - inside or outside | Small gatherings such as birthday parties, reunions and showers. Number limited to 75 total guests during the summer season. | \$2 per non-member guest. No fee for member guests. | \$200 Nonrefundable Reservation fee of \$30 required at contract signing. |
| Picnic area | Functions that require a tent, dance floor, etc., to be set up in the outside picnic area. Member/host is responsible for booking and paying for tents, set-up and take-down. | \$200 | \$500 |

XX. Multiple function dates will be viewed as separate events.

XXI. For functions in the picnic area

- a. Set-up is not provided for parties in the picnic area.
- b. The host is responsible for cleaning and returning tables to their original position and emptying trash cans using the wheelbarrow located beside the first floor elevators. In the event that the area is not cleaned to the satisfaction of the General Manager, a \$50 cleaning fee will be charged.
- c. If a small event/party (up to 50 guests) rents 5 or more rooms on the 3rd floor and purchases the required meals in the dining room, the fee for using the first-floor picnic area will be waived.

XXII. The non-refundable reservation fee is due at the time the event is booked. In the event that the date changes and the club is available, the reservation fee will be transferred to the new date. If the Club is not available or the event is canceled, the retainer will be refunded only if the Club is rebooked for an event of equal or greater value.

- XXIII. The host is responsible for any fines incurred due to a private party (noise ordinance/trash collection, etc).
- XXIV. For events catered by the Club
- a. A food deposit of 50% must be paid by the sponsoring member on the day the menu is agreed upon with the General Manager/Chef at least 30 days prior to the event.
 - b. The exact number of attendees and remaining catering fee must be paid by the sponsoring member fourteen (14) days prior to the event.
 - c. An 18% gratuity will be added to each event catered by the Club.
 - d. If the host chooses and provides containers, leftovers will be boxed for the host to remove at the end of the event.
- XXV. If the Hanover Seaside Club is not able to perform for any reason, they are NOT responsible for consequential damages arising from cancellation of a party. All monies paid will be refunded if the Hanover Seaside Club must cancel a contract.