

PRIVATE MEETING POLICY

Purpose:

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

Scope:

Members, House Committee, Board, Officers, Management

Responsible Party:

Operations Committee, Board, Management

Associated Document(s):

Private Meeting Contract

POLICY

- I. Policy Statement
Private meetings in this policy include Breakfasts, Luncheons and/or Dinner Meetings held in the dining room.
- II. All private meetings at the Hanover Seaside Club must be sponsored by a Club member, **and that member must be in attendance.**
- III. The sponsoring member must pay for all expenses associated with this meeting.
- IV. Meetings must meet the following criteria.
 - a. The minimum number of meals to be purchased is 25.
 - b. A facility use fee of \$25 must be paid
 - c. An 18% gratuity will be added
 - c. Events with 50 or more attendees will fall under the Party Policy (HSC Policy #6030).
 - d. All meetings must be catered by the Club. Price per person will depend upon the menu/services and the number in attendance.
 - e. The sponsoring member must confirm attendee number with the Club Manager seven (7) days prior to the event or the contract guarantee number will be charged for all catered meals.
 - f. The date will NOT be held until a contract is signed and the facility use fee is paid.

- V. During the summer season (Memorial Day weekend through Labor Day weekend), only functions for members and their immediate families will be approved for the dining room on Saturdays and Sundays, and no event may be scheduled to start before 4:00 pm. Private meetings 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. No private meeting will be allowed on a holiday.
- VI. Any damage will be the responsibility of the sponsoring member.
- VII. 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).
- VIII. 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.
- IX. Any violation of the Meeting Policy will be turned over to the HSC Board for their consideration and/or action.