



## *Kenwood Golf and Country Club Committed to Excellence*

Kenwood Golf and Country Club welcomes you to our private respite in the heart of the Washington Metropolitan Area. Whether you are envisioning a grand event or a more intimate gathering, Kenwood Golf and Country Club specializes in professional, seamless service with creatively inspired cuisine and individually focused care for your special event. The possibilities are as limitless as your imagination.

Our beautiful vistas of the golf course coupled with our impeccable service are sure to make a lasting impression on you and your guests. We look forward to the opportunity to be of service to you and we will do everything possible to make your event memorable and enjoyable.

It is our sincere pleasure to afford to you and your guests the use of the Club and its facilities.

Thank you for choosing Kenwood Golf and Country Club as the location for your event.

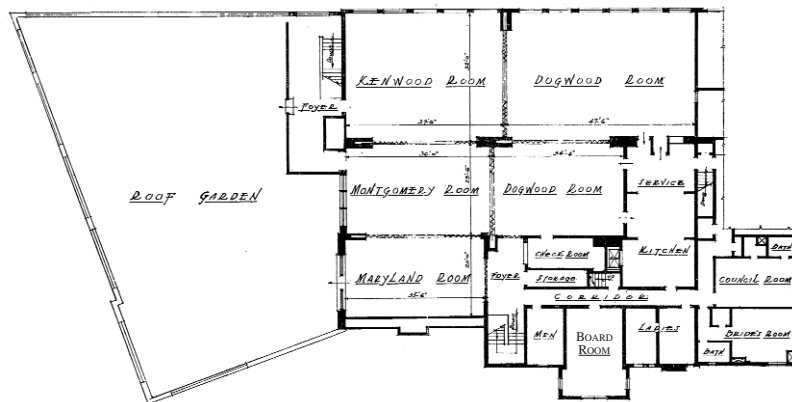
## Facility Charges and Capacities

Room	Member/Non-member	Seated	Cocktail	Theater/ Ceremony**
Kenwood	175.00/350.00	90	130	100
Dogwood	250.00/500.00	120	175	150
Montgomery	175.00/350.00	N/A	N/A	50
Maryland	150.00/300.00	N/A	50	50
Board Room	100.00/200.00	Maximum 15		
Roof Garden	250.00/500.00	100	150	150
Entire Ballroom & Roof Garden	500.00/1850.00	250	250	N/A

Facility fees include set up, tables, chairs, standard linens and clean up.  
Please note: Selection of a buffet dinner will reduce seating capacities.

\*Permanently set with board room table and chairs. Seats 15 maximum.

\*\*Ceremony set up is an additional \$3.00 per person.



### General Information

Reservations should be made as far in advance as possible, up to 18 months prior to the event. Parties of more than 12 people are required to arrange a set or limited menu. To allow adequate preparation time, plans for each function must be completed with our staff a minimum of three weeks in advance.

Kenwood's staff is available to assist you in every phase of your planning. The service of the club's professional staff is a part of the club's commitment to making your special event a complete success. A food tasting for evening events is permitted once a deposit has been received; with a maximum of two entrée choices; all tastings are held on Wednesday afternoon at 3:00 o'clock.

Kenwood Country Club complies with all Maryland License and Liquor Laws. Event staff reserves the right to check identification, refuse service to any person that is suspected of being intoxicated or underage.

### "Guarantee"

Guarantee is the actual number of guests attending your function. The guarantee is required no less than 72 hours in advance of the event. Food is ordered, staffing is scheduled, and appropriate space is reserved based on your

expected attendance. Therefore, the guarantee may not drop by more than 20%. If no guarantee is given, the host will be charged for the original estimated attendance or for the actual attendance, whichever is greater. If more than one entrée has been selected, unspecified meals will be billed at the higher entrée price.

### **Sponsored Parties and Functions**

Kenwood Golf and Country Club permits member-sponsored functions under the following conditions:

- Space is subject to availability.
- Facility use fees will be imposed for all sponsored events.
- Payment in full is required no more than 30 days after the event.
- Members shall be held responsible for the conduct of and for all debts incurred by their guests.
- A member responsible for a private event must advise attendees of the proper dress and conduct requirements in the Clubhouse and at sport facilities.
- Any infraction by a guest shall be deemed to be an infraction by the member.

### **Price and Gratuity**

All prices listed in the catering package are subject to change due to unexpected market fluctuations. A standard gratuity of 20% (members) and 23% (non-members) and Maryland State Sales Tax are applied to all food and beverage charges for private events.

### **Payment Policy**

Members may elect to have all private function charges billed to their club account. Sponsored parties are to be paid in full within 30 days following the event. Management sponsored events must be paid in full at least 30 days prior to the event. Payment must be made in the form of check or cash. Kenwood Country Club does not accept credit cards.

### **Deposit and Cancellation Policy**

A signed contract with a security deposit of \$2,000 is required to guarantee an event which engages the entire ballroom of the club. A signed contract with a security deposit of \$500 is required to guarantee an event requiring a lesser space or room or a portion of the ballroom. The deposit payment must be paid for with a personal check or cash and cannot be applied to your member account. In either of these circumstances, the balance of the deposit will be used as a credit against any balance due to the club. In the event that the final bill is less than the deposit amount, the amount to be determined as overpaid, will be refunded to the engager of the event.

A secured deposit will not be subject to refund if the scheduled event is canceled less than 180 days prior to the contracted date of the event. Any contract event that is canceled less than 72 hours before the actual contractual date and time of the event is required to pay the full estimated costs of the event. The club's management maintains the right to evaluate and consider cancellations on a case by case basis.

### **Valet Parking**

The club reserves the right to require valet parking of private party vehicles should your event coincide with a club event or other activities. Costs of valet parking are the responsibility of the host booking the event.

### **Children's and Young Adult Events**

Club management requires that events consisting primarily of children and or young adults, under the age of 21 years, are to be chaperoned by the event host. The base requirement is as follows; one adult for every ten (10) children or young adults. It is required that "Off" premises security personnel be hired by the event host.

## **Dress Code**

Appropriate attire is required of all guests at all times. Swim suits may not be worn in the clubhouse. A member responsible for a private event must advise attendees of their proper dress and conduct requirements in the clubhouse and at sport facilities. If you have concerns, please contact our catering staff and they will provide you with a copy of the Club's Dress Code.

## **Seating Arrangements and Decorations**

Kenwood offers custom seating designed to accommodate your needs. Round tables that seat 6-10 persons are the most popular; however banquet (rectangular) tables are also available. The club's professional catering staff will guide you in determining your seating arrangements.

The club provides white floor-length table cloths and white napkins for use during your event. Other various colors of napkins are available at no additional cost. If you wish to select upgraded cloths and napkins or chair covers, the catering staff will assist you in selecting and obtaining those items from a rental company.

All club furniture and fixtures may not be moved or removed from the rooms. No decorations are allowed to be taped or otherwise affixed to the walls, woodwork, floors, ceilings or light fixtures. Table decorations are the responsibility of the host. Please ask the club's catering professional for guidelines concerning the use of candles as table decoration. Decorations left behind after an event will be held for no more than 12 hours; the club is not liable or responsible for loss or damage to any decorations or other items brought into the Club.

## **Vendors**

Musicians and other entertainment vendors must maintain a sound level that does not interfere with the use of the club facilities by club members or other guests. The host must agree to support a request by management to lower the volume immediately if it is deemed to be too loud. Musicians and other types of entertainment should be appropriate to the club environment. Management will work with musicians or other entertainers, allowing them adequate time to set up before and "breakdown" after an event. Bands are required to use our portable stage (see rental charge list). Vendors delivering cakes are responsible for the set up of the client's cake.

A music copyright fee of \$25.00 is applied to all entertainment vendors.

## **Miscellaneous**

The Montgomery County Noise Ordinance allows music to be played outside on the Roof Garden and Patio up until 10:30pm. After this time, no music is allowed. Members/Guests are prohibited from bringing any food or beverages onto club property from outside sources.

Photographers must consult with the catering staff, a few days prior to the event, as to where pictures may be taken. There is no photography or walking on the golf course at anytime.

## **Coat Check**

Large contracted parties are not to use the member coat check on the main level. A separate but private coat check with attendant will be provided at a cost of \$72.00 per 4 hours of use. Should you decide not to offer coat check services to your guests, the club can place coat racks with hangers in an area adjacent to your event.