

Hosting an Event

Members must be in good standing with the Club to host an event, or to serve as a sponsor for a non-Member host. Non-Members must secure a Member sponsor to host an event at the Club. The Club may assist in finding a sponsor for a non-Member who wishes to host an event, and who is not able to secure a Member sponsor on their own.

Sponsoring an Event

A Member who chooses to sponsor an event for a non-Member host, assumes full responsibility for the conduct of guests, compliance with Club rules, and any debt incurred to the Club for the event charges itself and any damages to the facility.

Deposit

A non-refundable deposit is required from all event hosts to secure the requested room(s) and date for private events. The deposit is not a separate room rental fee, and will be applied to the final balance for the event. Available rooms and capacity are listed below, along with the required deposit.

Entire Clubhouse (160 person max)	\$1,000
Cattail Room & Grille Room (110 person max)	\$750
Lower Patio (110 person max)	\$750
Cattail Room (45 person max)	\$500
Grille Room (60 person max)	\$500
Founder's Lounge	\$100
Lower Meeting Room	\$100

Contract

A signed contract must be on-file, along with a paid deposit, to guarantee the event. A revised contract must be signed each time changes are made to the details of the event. A final version of the contract must be signed and on-file ten (10) days prior to the event.

Guaranteed Count

The final guarantee of expected attendees is due 72 business hours prior to the event. If a count is not received, then the last count received will be considered the final count. The event host will be charged for actual attendees or the guaranteed count, whichever is higher.

Set-up/Break-down Fee

The set-up/break-down fee covers the housekeeping and maintenance teams' labor to prepare for, and clean up after, your special event. Additionally, the fee covers all basic table linens, table skirts, and napkins that the Club rents for your event.

Non-Members	\$6 per person
Cattail Creek Members	\$3 per person
Cattail Creek Corporate Members	Waived

Taxes & Fees

Maryland state sales tax, a 20% gratuity, and a 3% administrative service charge are applied to all food, beverage, rentals and services for private events.

Additional Hours

Should the event host wish to extend the conclusion time of the event past the contracted time, and once the event has already started, approval must be sought from the manager-on-duty, who has sole discretion to accommodate the request or not.

A \$100 general fee will be charged per hour to extend the event, plus an additional hourly per person charge to keep the bar open, calculated from the guaranteed event count.

Payment

Visa, MasterCard, cash, and check are acceptable forms of payment for deposits and event balances. The 3% administrative service charge will be waived for cash or check payments. A \$35 fee will be assessed for returned checks.

Non-Member hosts are required to pay 50% of the event balance one week prior to the event date, with the remaining balance due no later than two (2) weeks following the conclusion of the event.

Cattail Creek Member hosts are required to pay 100% of the event balance no later than (30) days following the conclusion of the event.

A 5% late fee will be assessed on balances not received by the invoiced due date.

Cancellations

Cancellations made within 72-hours prior to the start of the event, will incur a 50% charge on the total cost of the event.

Alcohol

Maryland state law requires that all alcoholic beverages consumed on the Club's premises be purchased from the licensee, Cattail Creek Country Club, Inc.

Management reserves the right to refuse service to any person who appears to be intoxicated, under the age of twenty one (21), or who cannot produce valid photo identification.

Only Cattail Creek Country Club personnel are permitted to serve alcoholic beverages.

Outside Food & Beverage

All food and beverage consumed at the Club, must be purchased from, and served by, Cattail Creek. Specialty cakes are permitted with prior arrangements. No leftover food is permitted to be removed from the Club.

Guest Lists

Events to which the general public is invited, are prohibited. The event host is required to provide the Club with a list of the full names of all attendees prior to the start of the event.

Third Party Vendors & Entertainers

The event host is required to provide the Club with the company name, contact name, and contact phone number and email, for all vendors who will be providing services for the event. Vendors include DJs, bands, florists, entertainers, bakers, party planners, bus or car services, photographers, videographers, and the like.

All entertainers are required to submit their logistical, electrical, and other needs to the Club, and be approved by the Club, prior to booking.

Entertainers should use respect with regards to loud music, or music or behavior that may be objectionable to other Club Members or Guests. The Club reserves the right to ask DJs or bands to reduce volumes if the music is disruptive to other Members, Guests, or neighbors.

The Club does not serve food or beverage to outside vendors. The event host must pre-arrange for paid vendor meals, and is responsible for determining the set dining break timeframe with the vendors, and communicating the details of such to the Club.

Personal Property

Cattail Creek will not assume any responsibility for the loss or damage of any merchandise or articles left at the Club prior to, during, or following the event.

Advertising and Signage

There shall be no product display, billboards, signage or other advertising materials on the Club's grounds or in the Clubhouse, except inside the contracted event room(s), which is subject to manager approval. Additionally, there shall be no public advertising, public notices, promotions or media coverage of any event to be held at the Club without previous approval from Cattail Creek's Board of Directors. Violations of this policy may result in immediate cancellation of the event.