

*Be our Guest at...*

# Starmount Forest Country Club

Thank you for considering Starmount Forest Country Club as you plan your special event. Starmount Forest Country Club is dedicated to providing you with an exceptional event experience, with the fine food and gracious service you would expect from a private club. Our facilities, amenities and services provide the ideal surroundings for any event, business or pleasure. From meetings and seminars to wedding receptions, our experienced professional staff is dedicated to the success of your special event.

We would consider it an honor to serve you and your guests, and we look forward to working with you to ensure a successful event with every detail exactly as you desire. We hope the following information will be of assistance to you in the planning of your event.

For additional information or assistance with booking your event, please contact Starmount Forest Country Club at 336.358.3949

Emily Frazier  
Catering Director  
[emily@starmountforest.com](mailto:emily@starmountforest.com)  
336.358.3949



# Event Planning

The following information will provide us with a start to begin the process of planning your event. We take pride in the idea that all events are special. Therefore, we will prepare the food, beverage and setup needs to match your style and theme. Please ask for any type of foods or style of cooking that you desire.

We can plan an event menu for any time of day. At breakfast, we can do something as simple as a continental breakfast or a full traditional country buffet with fresh omelets made to order. If you require a luncheon event, we can do anything from casual to the most formal affair. When the night falls and your event requires something extra special, we can create a custom menu and room setting just for you.

## **ITEMS TO CONSIDER WHEN MAKING YOUR ARRANGEMENTS:**

- ◇ Time of day: morning, afternoon or evening
- ◇ Tentative number of guests expected to attend
- ◇ Style of food offerings: plated, buffet or stations
- ◇ Menu selections, taking into account anyone attending with food allergies
- ◇ Price range for event, including our house charge and sales tax
- ◇ Room arrangements: seating specifications, linen color, decorations, floral arrangements or centerpieces, etc.
- ◇ Entertainment setup time, setup space and equipment needed



# Event Planning cont'd

## **BOOKING PROCEDURE**

To ensure the accurate communication of necessary information, we prefer to work with one person in the planning of your event. We must be notified of meal selection, estimated number of guests, room arrangements, equipment requests and all other details no less than three weeks prior to your event.

## **PRICING**

Any daytime weekend event which is not vacated by 3:00pm will be charged evening pricing for both rental fees and food/beverage prices. Price quotations, verbal or written, are subject to change due to fluctuations in market conditions. Prices can only be guaranteed 30 days prior to a function. All food and beverage prices quoted will incur a 22% house charge and current sales tax to arrive at the actual cost.

## **ROOM RENTALS**

Room rental fees apply to all functions. If an event is booked by a member of Starmount Forest Country Club for an event involving their immediate family, or for a SFCC Member-Owned Business, the room rental fee will be discounted by 50%. To secure a specific date for your event, a payment for the cost of the room rental fee is required in advance. This fee is non-refundable. Rooms may be reserved up to 24 months in advance.

## **BANQUET EVENT ORDER**

In order to ensure quality service and avoid any misunderstanding, a written agreement event order is required for all functions. To reserve a date for an event on a definite basis, a reservation contract is due signed with a payment for the room rental fee or equal deposit. To confirm the food, beverage and set up arrangements for an event, a signed banquet event order is due no later than one week prior to the date of the event. Any event will require a full payment for 100% of the estimated event cost to be paid one week prior to the date of the event. Cancellations of events are subject to forfeiture of deposits.

## **GUARANTEE POLICY**

As you begin planning your event, you will have an idea of approximately how many guests will attend. Please keep us informed as your count goes up or down. Starmount Forest Country Club must be notified of the exact number of guests attending a function at least one week in advance of your event. If a final number is not received, the estimated number or the actual attendance, whichever is greater, will be used as the final number for billing purposes.

## **LOSS OR DAMAGE TO PROPERTY**

Starmount Forest Country Club does not allow anything to be affixed to any walls, floors, ceilings or room furnishings with duct tape, scotch tape, nails, staples or thumbtacks. The host or sponsor of the event assumes responsibility for any and all damages to, or loss of property from the function room or other areas of the Club and will be billed accordingly. We also ask that no confetti or glitter be thrown on the property. There will be a clean-up fee charged to your event invoice should this occur. Loss to fixtures, furnishings or damage to the premises of Starmount Forest Country Club and Grounds shall be the responsibility of the host, whether such damage or loss is caused by the host, the group or guests.

## **SIGNAGE, PUBLICITY AND ADVERTISING**

Management, prior to placement or distribution, must approve any advertising prepared by the client using the name of Starmount Forest Country Club. Photographers or members of the Media are not permitted to cover any events within the Club in an official capacity unless authorized by the management.

# Event Planning cont'd

## **FOOD AND BEVERAGE**

All federal, state and local laws pertaining to food and beverage purchases or consumption are strictly adhered to. All food must be purchased from Starmount Forest Country Club. No food of any kind, with the exception of ceremonial cakes, may be brought into Starmount Forest Country Club. Starmount Forest Country Club prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts, to ensure that all guests at the event enjoy an attractive selection of food. All food provided by Starmount Forest Country Club left from a function must remain on the property of Starmount Forest Country Club and may not be removed from the premises.

## **MENU SELECTIONS**

Menu selections are to be set four weeks ahead of the event date or sooner, but no later than two weeks. To ensure consistent and quality service, we require any groups larger than 15 guests to plan a set menu for their event. Otherwise Bistro 59 (club restaurant) menu is available to order from during the event.

## **MENUS WITH MULTIPLE ENTREES**

For a Plated meal service, Starmount Forest must be notified at least one week in advance with the guaranteed number of guests for each selected entrée. We will only allow up to three different entrée selections. In addition, Starmount Forest Country Club requires that each guest be provided with an entrée indicator, by color code or label on the place card or some another identifying technique so that the service staff can recognize each guest's order.

## **ALCOHOLIC BEVERAGES**

All alcoholic beverages must be served by Starmount Forest Country Club staff and consumed on Starmount Forest Country Club premises. No alcoholic beverages will be served to persons under the age of 21. Starmount Forest Country Club reserves the right to verify legal age and to discontinue the service of alcoholic beverages to any guest.

## **CAKES**

Starmount Forest Country Club does not prepare wedding cakes. We welcome all occasion cakes and are glad to cut and serve cakes as needed at no additional cost. See following vendor list for bakery recommendations.

## **FLORAL ARRANGEMENTS**

Starmount Forest Country Club does not provide flowers as a part of the function pricing. We will gladly refer you to local florists. See following vendor list for florist recommendations.

## **BANDS, DISC JOCKEYS, ETC.**

Starmount Forest Country Club does not book entertainment for any private function. This is the responsibility of the host/hostess. Please let us know what type of entertainment you have planned and any special needs they may have for space or power. \*All smoke machines are prohibited. See following vendor list for entertainment recommendations.

## **RENTAL EQUIPMENT**

If a function requires that items be rented (i.e. stages, runways, champagne fountains, specialty linens, etc.), we will be happy to arrange for such items. We will charge for the cost of each item plus a 20% handling fee.

## **COAT CHECK**

Ticketed Coat Check Service is available for an additional fee. Any personal items of the guests or guests' invitees brought onto the premises and left thereon (coats, hats, purses, umbrellas, etc.) either prior to, during or following an event shall be at the sole risk of the guest and the Club shall not be liable for any loss or damage to any such items for any reason.

# House Equipment and Rentals

## **AUDIO VISUAL EQUIPMENT:**

- ◇ Projection Screen, Podium & Up to 3 Cordless Handheld Microphones, 1 Lavalier Microphone, Sonos Background Music - No Charge
- ◇ Projector or Laptop Computer \$75 each
- ◇ Flip Chart with Paper Pad and Markers \$40

## **LINEN INCLUSIONS/ADDITIONS:**

### ◇ **Included with Weekday Rental (M-Th):**

- ~ Floor Length Table Linen in White, Ivory or Black
- ~ Linen Napkins: White, Ivory, Black, Red
- ~ Floor Length Buffet, Beverage, and Display Table Linens in White, Ivory or Black
- ~ 85" Square Linen Overlays: Satin Pintuck in Navy, Champagne Gold, Pewter, Apple Green, Rose Quartz, Lavender or Crinkled Taffeta in Ivory, Burgundy, Eggplant, Dusty Blue
- \*\*\$10 each: Rose Gold Rosette Square Overlay
- \*\*\$10 each: Floor Length Accordion Crinkle Taffeta Linen: Emerald Green, Ivory, Wisteria, Dusty Mauve, Sage Green or Light Turquoise
- \*\*\$10 each: Floor Length Satin Pinchwheel Linen in Champagne Gold or White
- \*\*\$10 each: Floor Length Petal Circle Taffeta Linen in Silver

### ◇ **Included with Weekend Rental (F-Sun):**

- ~ Floor Length Base Table Linen in White, Ivory or Black
- ~85" Square Linen Overlays in: Satin Pintuck in Navy, Champagne Gold, Pewter, Apple Green, Rose Quartz, Lavender or Crinkled Taffeta in Dusty Blue, Ivory, Burgundy, Eggplant
- ~ Linen Napkins: White, Ivory, Black, Red
- ~ Floor Length Buffet, Beverage, and Display Table Linens in White, Ivory or Black
- ~ 85" Square Rose Gold Rosette Square Overlay
- ~ Floor Length Accordion Crinkle Taffeta Round Linen in Emerald Green, Ivory, Wisteria, Dusty Mauve, Sage Green or Light Turquoise
- ~ Floor Length Satin Pinchwheel Linen in Champagne Gold or White
- ~ Floor Length Petal Circle Taffeta Linen in Silver

## **DÉCOR AND CENTERPIECES:**

- ◇ House Candle Centerpiece: Glass hurricane globe with a tapered candle and three glass votive candles atop a 13" round mirror, \$7 per Table
- ◇ Club Choice Candle for Tall or Short Cocktail Tables, \$2 each

# Vendor Referrals

## **BANDS, AGENTS & MUSICIANS**

- East Coast Entertainment | Chris McClure | 704.941.1216 | 704.560.1391, cmcclure@bookece.com | *Agent for Sleeping Beauty, Java Band & Liquid Pleasure and many more...*
- Sam Hill Entertainment | Andy Jaspen | 866.726.4455 andy@samhillbands.com | *Agent for The Dickens Band*
- Wishful Thinking | Duane Lingle 336.547.9217 | chicnjenn@att.net
- The Venture Rays | 866.726.4455 | www.venturerays.com
- The Plaids | Steve Czumaj | 336.285.0158 ext. 101 | www.theplaids.com
- Corda Entertainment | Alison Lawson | 336.992.2422 cordaentertainment@triad.rr.com
- Wally West (Sax Musician & DJ) | 336.288.2220 | info@wallywest.com

## **DJs**

- Paul Cordts | 336.931.0717 | 336.686.1227 | www.djpc.com
- A&A | Larry Martin | 336.292.5446
- Your Personal DJ LLC, Randy Smith | 336.869.2307, www.yourpersonaldj.com
- K2 Productions | Amy Knight | 336.664.8036 | amy@k2production.com
- DJ Joe Bunn (Raleigh Area) | 919.785.9001 | www.bunndjcompany.com
- Friendly Neighborhood DJ | 336.655.6556
- Triad DJ | 336.420.1563 | www.triaddj.com
- On Target DJ | Dan Etzler | 336.207.7382

## **FLORISTS**

- Botanica Flowers and Gifts | Cindy Tole | 336.288.1908
- Bears, Balloons & Beyond | 336.545.0008
- Plants and Answers | Clark 336.274.8908
- The Farmers Wife | Stacy | 336.274.7920
- Jordan House Flowers | Charlie Jordan | 336.855.5408 | jordanhouseflowers.com
- Cynthia Mangum Floral Designer | 336.378.0429
- Clemmons Florist, Sharron | 336.275.4596
- Designs North | 800.577.6965 | www.theflowershoppes.com
- Jenny's Projects | Jenny Elliot | 336.202.6112 | jennysprojects.com

# Vendor Referrals Cont'd

## **COORDINATORS**

- Susan H. Pardue | Eventually Yours | 336.339.1755 | [shpardue@bellsouth.net](mailto:shpardue@bellsouth.net)
- Summer Harpold | Events by Summer Joy | 336.253.1365 | [summer@eventsbysummerjoy.com](mailto:summer@eventsbysummerjoy.com)
- Shayla Sharpe | Sharpe Pursuits Inc. | 336.273.5575 | [shayla@sp3.us](mailto:shayla@sp3.us)
- Ashley Boykin | Social Conceptions | 336.407.5988 | [www.socialconceptions.com](http://www.socialconceptions.com)

## **PHOTOGRAPHERS**

- McCardell Photography | 336.686.6464 | [www.mccardellstudios.com](http://www.mccardellstudios.com)
- Micciche Photography | Mike Micciche | 336.684.3535 | [www.MikeMicciche.com](http://www.MikeMicciche.com)
- The Nixons Photography | Beth & Justin Nixon | 336.303.1714 | [www.nixonstudios.com](http://www.nixonstudios.com)
- Patty Lynn Photography | 336.471.7353 | [www.pattyllynnphotography.com](http://www.pattyllynnphotography.com)
- Ross Photography | 336.542.3213 | [www.ross-photography.com](http://www.ross-photography.com)
- Traci Arney Photography | 336.404.6946 | [www.traciarneyphotography.com](http://www.traciarneyphotography.com)
- Brian Anthony Photography | 516.509.9820 | [info@BrianAnthonyPhotography.com](mailto:info@BrianAnthonyPhotography.com)

## **SPECIALTY RENTALS**

- Party Reflections | 336.852.6085 | [www.partyreflections.com](http://www.partyreflections.com)
- Party Makers | 336.275.9171 | [www.partymakersgreensboro.com](http://www.partymakersgreensboro.com)
- Prettiest Pieces | 336.202.3758 | [www.theprettiestpieces.com](http://www.theprettiestpieces.com) (Vintage Furniture & More)

## **WEDDING CAKES**

- Dessert Dujour | Wendy Dodson | 910.585.2584 | [www.dessertdujour.net](http://www.dessertdujour.net)
- Cakes By Manfred | Manfred Schmidt | 336.993.3985 | [www.weddingcakesbymanfred.com](http://www.weddingcakesbymanfred.com)
- Delicious Bakery | 336.282.1377 | [www.delicious-cakes.com](http://www.delicious-cakes.com)
- Easy Peasy | 336.306.2827
- Edible Artistry | 336.889.7252 | [www.dibleartistry.com](http://www.dibleartistry.com)
- Cake & All Things Yummy | 336.310.4504 | [www.cakeandallthingsyummy.com](http://www.cakeandallthingsyummy.com)

## **PHOTOBOOTHS & LIGHTING**

- Triad DJ & Events | Chris Fletcher | 336.420.1563 | [www.triaddj.com](http://www.triaddj.com)
- Snap Post Photo Booth Co. | April Cardwell | 336-687-5198 | [www.snappostphoto.com](http://www.snappostphoto.com)
- Cool Cliq Photo Booths | Trevor Bethel | 336-310-9588 | [www.coolcliq.com](http://www.coolcliq.com)
- Photo RAMIT Productions | Margie Mejia | 336.831.6207 | [www.photoramitproductions.com](http://www.photoramitproductions.com)
- Your Personal DJ, LLC | Randy Smith | 336-869-2307 | [www.yourpersonaldj.com](http://www.yourpersonaldj.com)

# SFCC FACILITY RENTAL INFORMATION

Food and Beverage Minimum Purchases are required along with rental of rooms.  
 See separate food and beverage menus for pricing. No Outside Catering is allowed on campus.  
 \*Refer to Last Page in Packet for a Clubhouse Map of Rooms\*

## DAYTIME EVENT RENTAL FEES:

3 hours of event time + Minimum of 2 Hours for Set  
 up & 1 Hour for Breakdown  
**\*Daytime weekend events must be out by 3:00pm\***

<u>Monday thru Friday &amp; Sunday Day</u>	<u>Saturday Day</u>
<ul style="list-style-type: none"> <li>• Ballroom - \$1,200 plus sales tax</li> <li>• Star Room - \$600 plus sales tax</li> <li>• Dogwood Room - \$200 plus sales tax</li> <li>• Benjamin Room - \$600 plus sales tax</li> </ul>	<ul style="list-style-type: none"> <li>• Ballroom - \$1,700 plus sales tax</li> <li>• Star Room - \$850 plus sales tax</li> <li>• Dogwood Room - \$300 plus sales tax</li> <li>• Benjamin Room - \$850 plus sales tax</li> </ul>

## EVENING EVENT RENTAL FEES:

6 hours of event time + Minimum of 2 Hours  
 for Set up & 1 Hour for Breakdown

<p><u>Monday, Tuesday, Wednesday, Thursday Evening</u></p> <ul style="list-style-type: none"> <li>• Ballroom - \$1,500 plus sales tax</li> <li>• Star Room - \$750 plus sales tax</li> <li>• Dogwood Room - \$300 plus sales tax</li> <li>• Benjamin Room - \$750 plus sales tax</li> </ul>
<p><u>Friday &amp; Sunday Evening</u></p> <ul style="list-style-type: none"> <li>• Ballroom - \$1,800 plus sales tax</li> <li>• Star Room - \$900 plus sales tax</li> <li>• Dogwood Room - \$350 plus sales tax</li> <li>• Benjamin Room - \$900 plus sales tax</li> </ul>
<p><u>Saturday Evening</u></p> <ul style="list-style-type: none"> <li>• Banquet Hall: Ballroom, Star Room, Dogwood Room &amp; Benjamin Room, Outdoor Terrace on Ten - \$5,500 plus tax                      **Banquet Hall is rented as a whole Saturday evening                      **Additional Setup Fee for Re-Set of Terrace Furniture</li> <li>• Bistro 59, Lounge Bar, Outdoor Veranda &amp; Parlor - \$3,500 plus tax + Additional Labor Fees for Moving Furniture Out</li> </ul>

- \*Rental Rates are not guaranteed until a reservation contract is in hand as prices may change due to market inflation.
- \*Facility rental fees are due to be paid in order to confirm an event reservation on a definite basis.
- \*Facility rental fee is non-refundable upon payment unless we are able to book a new event on your date.
- \*Starmount Forest Country Club Members Receive a 50% Discount on Room Rental Fees for an event they are hosting and paying for themselves or if they are hosting for their Business or an Organization Event they will attend.



## **SFCC ROOM RENTAL INCLUSIONS AND OPTIONS:**

### **Banquet Room Rentals Include:**

- ◇ Chosen Room: Ballroom, Star Room, Dogwood Room, Benjamin Room, Outdoor Terrace on Ten
- ◇ Round Tables for Seating: Choice of 60” Round (6-10 seats) and 72” Round (8-12 seats) or 48” Rounds Seating 4-6 (Existing Seating to be used on Terrace or if a Special Setup is needed client will incur a extra Labor Fee for Moving the Terrace Furniture)
- ◇ 6’ and 8’ long rectangular tables are available for use with buffets and display tables *\*up to 15 tables*
- ◇ Up to 300 Banquet Chairs with Soft Gold Frame and Tan Cushioned Seat and Back
- ◇ House Linen Package (Refer to Page 5 for Options)
- ◇ Round White China, Stainless Steel Flatware and Standard Glassware
- ◇ *Additional fee of \$5 per Guest to re-set the Ballroom for a Wedding Ceremony/Reception*

### **Bistro 59 Rental Includes:**

- ◇ Bistro 59 Dining Room, Lounge, Parlor and Outdoor Veranda
- ◇ Tables & Chairs with Varying Sizes of Round and Square Wooden Tables for 2-8 Seats with Plush Seating in Dining Room/Lounge & Comfort Seating and a Gas Log Fireplace in the Parlor. The Veranda has iron table and chairs. *\*Additional Labor Fees will be charged to re-set Existing Furniture*
- ◇ Built in Buffet Station or Option for Multiple Stations Spread Around Event Space
- ◇ House Linen Package (Refer to Page 5 for Options)
- ◇ Round White China, Stainless Steel Flatware and Assorted Glassware

## **SFCC SERVICE STAFF INCLUSIONS AND OPTIONS:**

### **Standard Service:**

A standard 22% House charge is added to all Food and Beverage Items. This fee represents one server for every 25 guests on a simple Plated Meal or one server for every 30-35 guests on a simple Buffet Meal or one server for every 40-50 guests on a simple Cocktail Buffet. This level of service is included automatically in all of our events and is efficient for simple casual events.

### **Premium Service:**

In addition to the Standard 22% House charge there will also be a \$5.00 per guest fee. This fee represents one server for every 16 guests on a Plated Meal or one server for every 20-30 guests on a Buffet Meal or one server for every 30-40 guests on a Cocktail Buffet. Premium service allows for some tray passing appetizers and serving two to three course meals in a timely fashion.

### **Platinum Service:**

In addition to the 22% House charge there will also be a \$10.00 per guest fee. This fee represents one server for every 10 guests on a Plated Meal or one server for every 15 guests on a Buffet Meal or one server for every 20 guests on a Cocktail Buffet. Platinum service allows for tray passing appetizers, multiple courses with wine and formal dessert and coffee service. Platinum service is appropriate for formal events, weddings and rehearsal dinners when a rapport with the guests and a keen attention to detail is required.

## **SFCC CHEF & BARTENDER FEES:**

### **Open Bar Labor Fees Billed on Host Event Invoice**

- ◇ 50 people and under - \$150 per Bartender (More than 50 people—SFCC will include 1 Bartender for every 75 Guests)

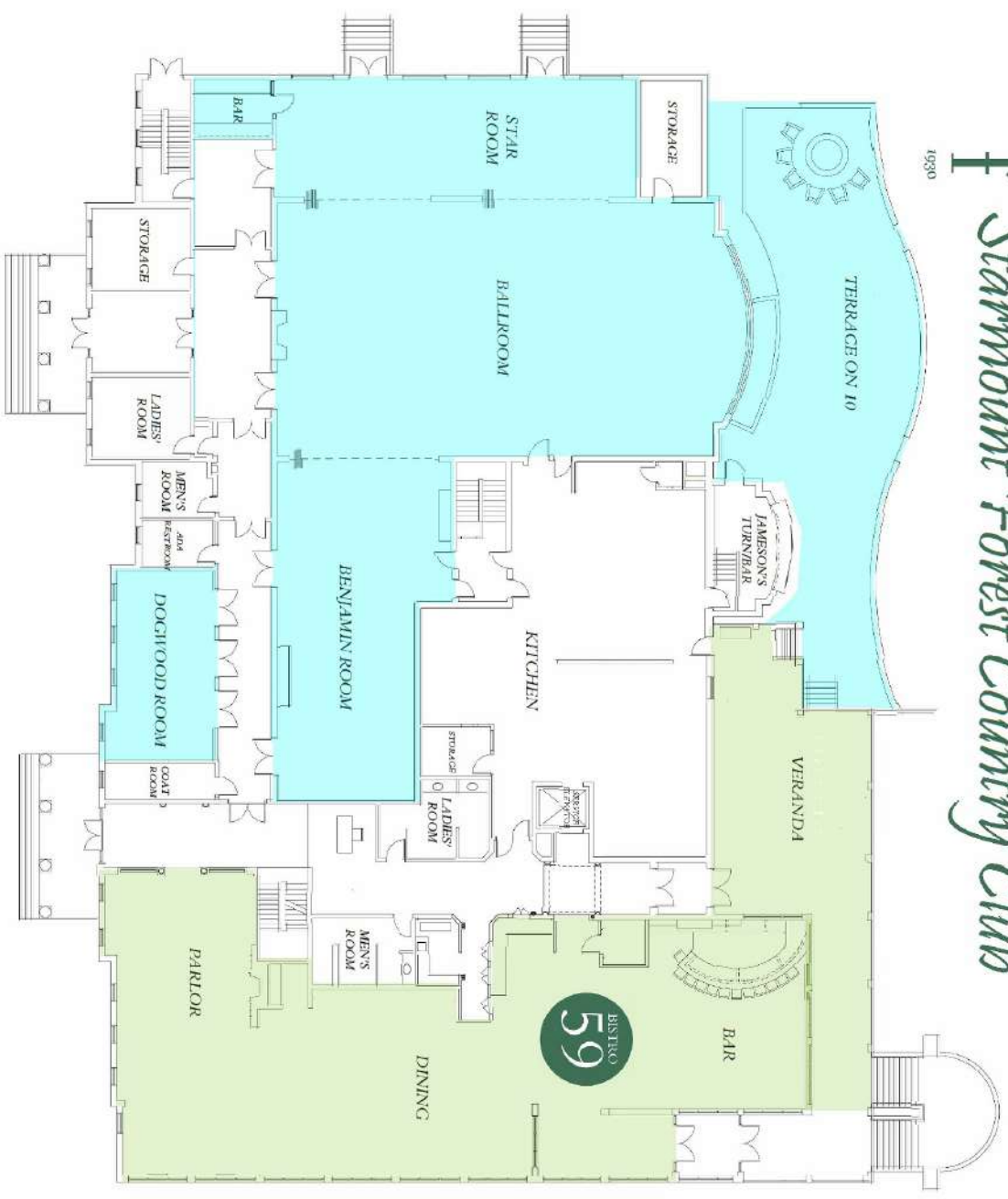
### **Cash Bar Option for Guests to Pay per Drink**

- ◇ \$150 per Bartender, 1 Bartender for Every 75 people

### **Action Station Chef Attendant Fees,**

- ◇ \$100 each for up to 2 Hours, The Number of Chef’s Needed for each Station is based on Factors of Layout, Attendance and Timeline

19390  *Starmount Forest Country Club*



**ROOM DIMENSIONS**

- BISTRO 59 BAR: 40 x 20
- BISTRO 59 DINING: 45 x 25
- PARLOR: 21 x 51
- DOGWOOD ROOM: 20 x 28
- BENJAMIN ROOM: 27 x 50
- BALLROOM: 75 x 40
- STAR ROOM: 20 x 55
- VERANDA: 27 x 70
- TERRACE ON TEN: 21 x 84