

Columbia Edgewater Country Club

Member Hosted Banquet Packet
2022 Season



Host your event at your club.

RESPECT - INCLUSIVITY - COMMUNITY - INTEGRITY- PASSION

perks.

ALL FOOD APPLIED TO YOUR QUARTERLY FOOD MINIMUM
NO A/V OR EQUIPMENT FEES
DESIGNATED SERVICE STAFF
IN-HOUSE CATERING & BAR SERVICE
SET UP AND BREAK DOWN OF BANQUET TABLES AND CHAIRS
CHINA, GLASSWARE, FLATWARE, LINEN
GATED PARKING LOT

audio visuals + extras provided

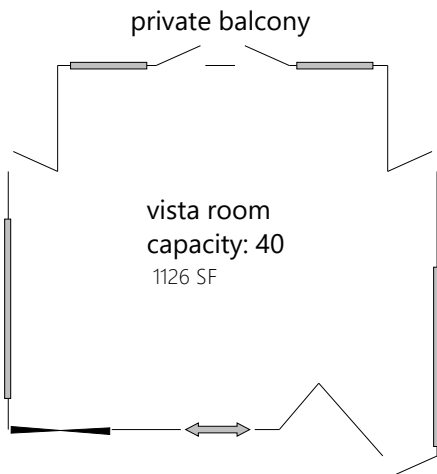
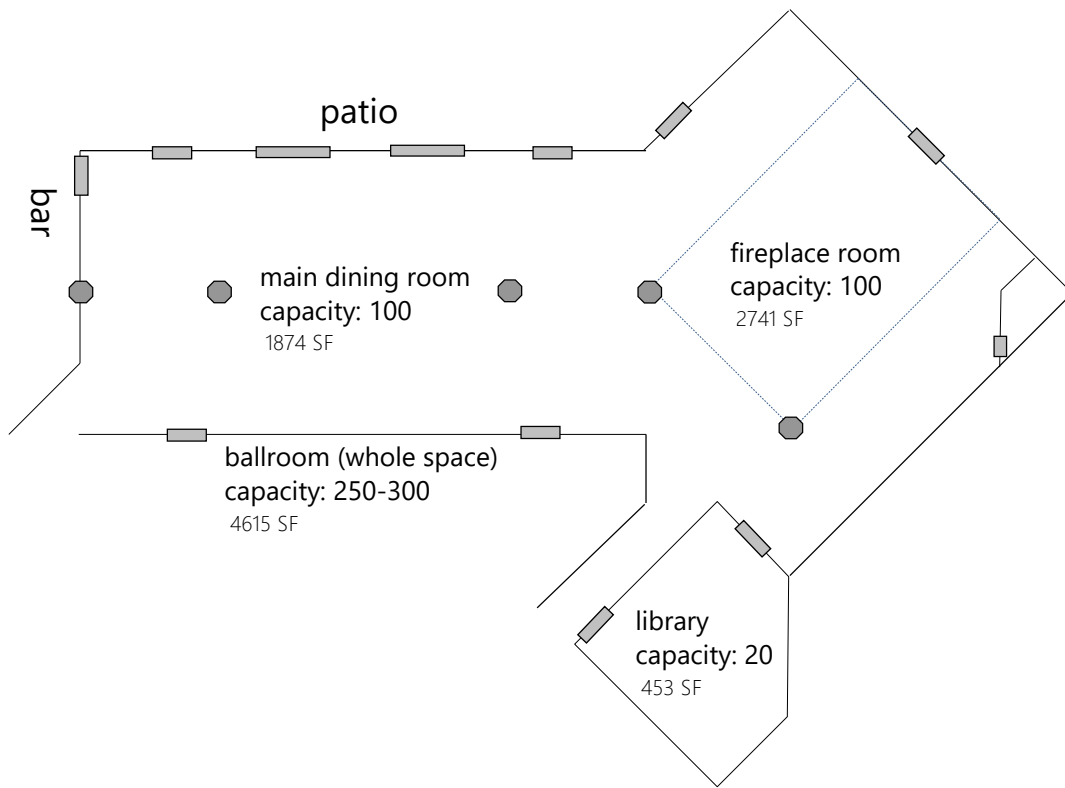
CONFERENCE PHONE
PROJECTOR & SCREEN
50" TV DISPLAY SCREEN
FLIP CHARTS & MARKERS
PORTABLE BAR
4'X8' STAGE
LAPEL OR WIRELESS MIC
PODIUM



EVENTS & CATERING DEPARTMENT | EVENTS@CECC.COM | 503.285.3676

spaces.

SPACES AVAILABLE DEPENDING ON HOURS OF OPERATION AND SURROUNDING EVENTS.



The rented space is available for 5 hours. You will have 2 hours prior to event for setup and one hour after event for take down. Additional hours will be billed at \$350 per hour plus 20% service charge.

rental fees.

columbia edgewater event opportunities

COLUMBIA EDGEWATER PROVIDES EXCEPTIONAL DINING AND EVENT EXPERIENCES, AND WE STRIVE TO MAKE YOUR EVENT PERFECT. CECC PROVIDES ALL IN HOUSE SERVICES INCLUDING, BUT NOT LIMITED TO:

- PRE-EVENT PLANNING AND PROFESSIONAL EVENT STAFF TO ENSURE YOUR EVENT IS EXCELLENT (WEDDING PLANNERS ARE REQUIRED FOR DAY OF EVENT)
- ALL-INCLUSIVE ROOM SET UP, INCLUDING LINENS, TABLES, AND CHAIRS
- TOP OF CLASS CULINARY TEAM, WITH FULL LUNCH AND DINNER MENU EXECUTION

ROOMS	IDEAL FOR EVENTS SUCH AS	FACILITY FEE	FOOD AND BEVERAGE MINIMUM	
			LUNCH	DINNER
Main ballroom, library, Vista room & patio	Weddings, with bridal and groom suites included	\$1500		\$7000
Main ballroom	Celebrations, large scale parties	\$1250	\$5000	\$7000
Fireplace room only	Private party	\$750	\$2500	\$3500
Main dining room	Business meetings	\$500	\$2500	\$3500
Vista	Business meetings, private party	\$225	\$1000	\$1500
Library	Business meetings, private party	\$150	\$500	\$750



policies, contract, & general information

A NON-REFUNDABLE DEPOSIT AND SIGNED CONTRACT ARE REQUIRED TO HOLD YOUR DATE

- BEO: After menu and setup is finalized, you will receive a detailed “banquet event order” (BEO) for your viewing. Once this document has been provided to you, it is your responsibility to review it carefully and relay any requested changes to your designated event contact. The event will occur as it is listed on the BEO, so we request your confirmation of approval by response e-mail or a signed copy. If we do not receive a response from you, we will assume that the BEO is correct and approved for operation.
- DEPOSIT & CONTRACT: a non-refundable deposit and a signed contract are required to hold your date. A 20% **service charge** is added to food and beverage charges and any corkage fees.
- MENU ITEMS & PRICES: are subject to change, but are guaranteed 90 days out from your event within our control.
- **TWO NON-REFUNDABLE DEPOSITS** are required prior to your event:
 1. 50% down payment of your projected balance is required to book your event. This amount is based upon your projected food and beverage.
 2. 100% of the projected balance is due in full 10 days prior to your event.
- FINALIZED MENU: Your menu choices and final attendance guarantee must be submitted 10 business days before your event unless alternate arrangements have been made. Changes made thereafter may result in additional charges. You will be billed the amount your guarantee or actual attendance ; whichever is greater. All menu items are subject to change but are guaranteed 90 days from event date.
- COLUMBIA EDGEWATER cannot be held responsible for acts of god or severe weather conditions affecting your event. If your event is cancelled due to Covid-19, we will issue a full refund.
- DAY OF: The banquet room will be available and tables placed for decorating purposes 2 hours before the start of your event. Requests for early entrance will be granted when possible, but cannot be guaranteed without prior arrangement.
- DECOR: All decorations need to be approved in advance, and removal of same, are your responsibility. Confetti, glitter and birdseed are not allowed. An additional cleaning fee will apply if these items are required. You have one hour following the end of your event to remove decorations and personal items. A \$200 cleaning fee will be applied if CECC staff needs to remove your decorations (ie: lighting, flowers, garland, etc.). CECC is not responsible for any decorations or personal items left at the end of your event.
- SECURITY: CECC is not responsible for gift security or personal items. Please monitor both during your function and remove all gifts and personal effects (i.e. gift cards, money, fragile items, etc.) immediately following your event.
- OUTSIDE FOOD: All food must be provided by CECC unless other arrangements have been made. Any food brought into the Club must come from a certified food service provider. Charges may be applied for accommodations for outside food. Wedding cakes/desserts are permitted to be brought into the Club. Desserts must come from a licensed bakery. There is a \$3 per person fee for outside desserts.
- ALCOHOL BEVERAGES: Oregon Liquor Control Commission regulations require we provide a bartender to dispense all alcoholic beverages. CECC’s license requires our staff to request proper identification for any person of questionable age and refuse alcoholic beverage service to any person who, in the Club’s judgment, appears intoxicated.
- AV SERVICE: CECC provides limited rental equipment for events. CECC will set up, test and make sure all runs appropriately for the duration of the event. Any equipment the customer brings in is your responsibility to test & run.
- PHOTOGRAPHY: Please use only the patio and front lawn for outside photographs. For safety reasons, photographers and guests are not permitted on any part of our golf courses. If you would like to arrange for outdoor photographs we are happy to meet with your photographer in advance to review appropriate locations for photos that will be safe for you, your guests and club members.

policies, contract, & general information

- OUTSIDE VENDORS:** Contracts with vendors are separate from CECC event contract and are not a guarantee of service.
- REHEARSALS:** If you are holding your wedding ceremony at CECC, we are happy to schedule a time for you to hold an onsite rehearsal. Rehearsals are limited to one hour and we do not guarantee we will be able to fit your rehearsal in if other events are scheduled. A CECC staff member will be available during your rehearsal to answer questions. All weddings are required to hire a professional day-of event planner or full coordination planner. CECC is not responsible for running your rehearsal or ceremony.
- GATE:** For your convenience, the gate to our parking lot can be accessed with an event gate code. It is the member's responsibility to issue the gate code to all guests. The gate code is five digits and must be entered following the # key. Instructions are posted at the gate.
- GOLF COURSE:** The golf courses are private and only available to CECC members.
- PARKING:** The parking spaces at the main entrance are strictly reserved for our Board of Directors, DMV parking permits, and the loading / unloading of deliveries for your event. Please instruct your guests to go directly to the main lot.
- RESTRICTED AREAS:** The members' grill, members' locker rooms and all golf courses are reserved for CECC members only. Please understand that guests are not permitted in any of these areas for any reason. Thank you for your understanding.
- CLUBHOUSE DRESS CODE:**
MEN Golf and formal attire are appropriate in the clubhouse. Shirts are to be tucked in at all times on the upper two levels of the clubhouse with the exception of shirts having a straight cut, finished hem and full button front. All shirts must have sleeves and a type of collar. Pants and Shorts must be tailored and have pockets. Shorts must be lower than a person's fingertips when standing straight and tall with their hands at their side. Hats are not allowed on the upper two levels inside the clubhouse.
WOMEN Golf attire, dresses, skirts or pant ensembles are appropriate in the clubhouse. Dresses, skirts and shorts must be lower than a person's fingertips when standing straight and tall with their hands at their side. Hats are acceptable.
DENIM The Clubhouse is denim friendly. Denim must conform to the criteria of the Dress Code.
- THE MEMBER AGREES:** To hold harmless the club, its partners, employees, agents, officers, directors, affiliates and independent contractors from any and all claims, actions, suits or allegations for damages to person or property which relates, emanates or in any way pertains to the event. Further, member agrees to indemnify the club for any and all costs or losses which may be incurred by the club as a result of such claims, actions, suits or allegations, including, but not limited to reasonable attorney fees and expenses of litigation.

THIS AGREEMENT SUPERSEDES ANY AND ALL OTHER ORAL AGREEMENTS MADE BY CECC STAFF AND PREDATED WRITTEN AGREEMENTS. SIGNATURE OF THE INITIAL BANQUET AGREEMENT WILL SIGNIFY YOUR UNDERSTANDING AND AGREEMENT TO ALL STATED BANQUET POLICIES AND INFORMATION AS LISTED IN THIS PACKET IN ITS ENTIRETY.

extras.

PORTABLE BAR \$325

PIANO \$125

WHITE OR BLACK COVERS \$2.75/CHAIR

SILVER OR GOLD CHARGERS \$1.50 EACH

SPECIAL MUSIC NEEDS/HOOK UPS \$75

