

PRIVATE EVENTS

ROOM RATES



DINING ROOM (with fireplace)

Max Seating Capacity: 65

0-30 Attendees \$200

31-50 Attendees \$250

51 + Attendees \$500

LARGE SIDE PATIO

Max Seating Capacity: 36

Flat Fee \$150

The Large Patio offers 2 TV screens and a beautiful fire pit with loungers, as well as 6 round tables. When renting the Dining Room, you may use the Patio for overflow at no additional charge.

ARROWHEAD SUITES

Arrowhead Room Suite A \$25
 Max Seating Capacity: 15

Arrowhead Room Suite B \$25
 Max Seating Capacity: 15

Arrowhead Room Combined \$50
 Divider wall is removed to make one large room.
 Max Seating Capacity: 30

POLECAT LOUNGE

Max Seating Capacity: 65

Flat Fee \$250
 Bar service is limited in this location.

RULES & PROCEDURES



IHCC Only Rents To Members

ALL events must be booked at least 2 weeks prior to the event date. IHCC does NOT rent its event facilities to non-members or outside organizations.

NO Outside Food or Beverage

IHCC will allow ONE specialty cake from an outside source. Must be approved by the event director.

ALL Decorations Must Be Approved

All décor must be pre-approved by the event director and is to be removed immediately following the event. Items left behind may be discarded.

Menu Selection & Food Counts

The menu should be finalized at least 2 weeks prior to the event date. Approximate food counts should also be finalized at this time so food and beverage departments may plan accordingly. Changes may still be made up until the Final Count Deadline.

Final Count Deadline

This date is assigned by the event director and is approximately one week out from the event. The final guest/food count cannot be lowered after this date.

Signing Paperwork

After the Final Count is received, the Banquet Event Order will be updated and must be signed by the renting member. A Facility Use Agreement detailing all rules and regulations will also be signed at this time.

Payment

A deposit may be required to book your event. Payment is due by either cash, card, check or member charge at the conclusion of the event. Note that 6% sales tax and 20% gratuity is added to all event orders.

CONTACT THE EVENT DIRECTOR:

Ashley Shelton / Director of Membership & Marketing / 270-842-0041, Option 4 / ashelton@indianhills-bgky.com

FACILITY USE AGREEMENT

EVENT: _____ **DATE:** _____

ROOM: _____ **NAME:** _____

USAGE RULES



1. IHCC facilities may only be booked for private events by IHCC members. IHCC does NOT rent to non-members or outside organizations. IHCC reserves the right to refuse any event for any reason.
2. All decorations must be approved by the event director.
3. Glitter, confetti, and rice (or anything similar) are NOT permitted. This includes confetti balloons.
4. Hanging wall decorations are NOT permitted.
5. Use of paint or any other stainable liquid is NOT permitted.
6. Banners may be hung over the fireplace using the command hooks on either side of the structure. Decorations may also be hung from the glass wall using suction hooks. NO tape, push pins, nails or any material other than the approved hooks may be used to attach decorations.
7. All decorations are to be removed immediately following the event. Decoration removal is the responsibility of the member renting the facility. IHCC is NOT responsible for decorations left behind.
8. The member renting the facility is liable for any damages incurred by the event or event guests.
9. IHCC gates are locked each night at closing. Any vehicles left on property will be locked-in until 5:30 a.m.

FOOD & BEVERAGE RULES



1. NO outside food or beverages are permitted, including alcohol. IHCC holds exclusive catering rights to all events held on the property. The presence of outside alcohol is a violation of ABC Law.
2. With prior approval from the event director, the member may bring ONE specialty cake from an outside source. NO other outside desserts will be allowed.
3. IHCC is NOT responsible for food shortages, or surpluses, due to inaccurate guest count.
4. In accordance with Kentucky State Health Laws, members are NOT permitted to take home surplus food from the event buffet.
5. IHCC is NOT responsible for undisclosed food allergies.
6. IHCC Alcohol Policy is strictly enforced. No underage drinking will be tolerated. Minors are not permitted in the bar area at any time without an accompanying adult.

PAYMENTS & PENALTIES



1. Payment is due by either cash, card, check or member charge at the conclusion of the event. If payment is not received on the day of the event, the member's account will be charged.
2. **Violation of these rules will incur a \$250 penalty charge to the member's account.**
3. The member assumes full responsibility for and will hold Indian Hills Country Club harmless for all claims, demands, and damages by anyone and will reimburse IHCC for any damages to the property, and/or equipment, that occurs as a result of the rented use. IHCC, its staff, and members, will not be held liable for any injury or damage which may occur to the member, guests, and/or property during the rented use of the property. As stated above, the member will hold IHCC harmless for any and all such claims.

SIGNATURE: _____ **DATE:** _____