

PRIVATE



EVENTS



ASAP

BOOKING

Contact the event director to make sure the date is available!

We can book up to 1 year in advance.

Events **MUST** be booked at least 2 weeks prior to the event date.

IHCC does **NOT** rent event space to non-members.



2 Weeks Out

MENU SELECTIONS

You will receive a Banquet Menu upon booking and the event director will be happy to assist with food and beverage options.

A Banquet Event Order (BEO) will be created and can help with cost estimates.

Menu selections are due 2 weeks prior to the event.



1.5 Weeks Out

ROOM SETUP

You will meet with the event director in the event space to discuss and approve room setup, decorations, and arrival time for your decorating team (if applicable).

Please review the Facility Use Agreement for decoration restrictions.



1 Week Out

FINAL COUNT

The event director will assign a Final Count Deadline that is typically 1 week prior to the event.

This number may **NOT** be lowered after the deadline.



3-5 Days out

SIGNATURES

Once the final count is received, the BEO will be updated and emailed to you for final review.

The email will also contain a Facility Use Agreement that must be signed.

You must sign and return both of the required documents prior to the event date.



Day of Event

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.

Please 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
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