



The Club at Hillbrook

Special Events Contract



14800 Hillbrook Drive Chagrin Falls, OH 44022

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www.clubhillbrook.com

Special Events

Whether you are planning an intimate garden party for 15 or a grand event for up to 300 guests, The Club at Hillbrook provides many options to ensure your event is memorable. Our professional event planners and culinary experts will customize your menu to please you and your guests. The club's living room, tavern, veranda, terrace and pavilion provide a wide range of settings to choose from when planning your perfect event. Each has a unique feel, creating endless options.

Weddings

When Clevelanders think of weddings, they inevitably think of The Club at Hillbrook, one of the most beautiful and sought-after wedding settings in Ohio. The colorful gardens, vast woods and beautiful views provide picturesque ceremony sites and create the perfect setting for your reception. Our team of event professionals will take the stress out of planning the wedding of your dreams, coordinating all of the details and assisting you every step of the way so that you may enjoy your special day.

The Club at Hillbrook (“Hillbrook”) is a private members-only club located in Russell Township in Geauga County, Ohio. All private events must be hosted by or sponsored by a member. The member does not have to attend the function in order to be a sponsor. In the event that you are not a member and have not been sponsored by a member, a membership must be applied for.

All special event packages include:

Use of Reception Room(s)	Bartender
Bridal Attendant	Bridal Attendant
Cake Cutting	Valet
Floor Length White Linen	Security
White Napkins	Coat Check
Tables and Chairs	3 Oil Votives per tables

All above items are based on standard sizes and quantities, larger sizes and upgraded items are available at an additional cost and will be included as an “add-on”.

The Josephine Package

\$130 inclusive of service charge
Tax not included

Bar

You provide the alcohol, we provide the wash
Open for the duration of the event

Hors d'Oeuvres

Two choices from Hors d'Oeuvres package A, one choice from B
(approx. 3 per person passed)

Or

One stationed appetizer
(Caviar station and Raw Bar available for additional cost)

Salad *Choice of:*

Mixed Greens with Vegetable Brunoise
Chopped Romaine with Cucumber and Tomato

Entrees *Choice of 2:*

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc
Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce
Breast of Chicken with Artichokes and Pesto Vinaigrette
Cashew Crusted Salmon with Raspberry Butter
Jerked Pork Tenderloin with Rosemary-Star Anise Reduction
All entrees served with hot rolls and butter

Starch: Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,
Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable: Haricot Verts, Asparagus

Dessert

Host to provide Cake

Coffee and Tea Station Open All Night

Food Tasting

Food tasting will be done approx 6 months prior to the wedding date and will include salads,
5 entrée selections, 5 starch options, and vegetables.

Tasting can include Bride and Groom plus 4 other guests.

Vegetarian and Children options available upon request.

Hours

Package includes 6 hours, beginning when guests arrive. Bride and Groom are permitted to arrive
anytime throughout the day to begin getting ready. If Bridal Suite is not yet available, other club
rooms will be made available for use.

Overnight Suites

Seven overnight suites are available to Bride and Groom, family and guests.

Rental of all suites- \$1,400.00

One Complimentary Bridal Suite included

Ceremony

Includes ceremony location, ceremony chairs and a one hour rehearsal with the wedding party.
(Should wedding book the day prior to your wedding, rehearsal arrangements will have to be made
to accommodate both parties.)

\$1,500.00

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based
on item selected. Items will be listed as an “add-on” on your proposal and all additional items not
included in the package will be subject to a 23.5% service charge and applicable sales tax.

The Sherwin Package

\$160 inclusive of service charge
Tax not included

Bar

You provide the alcohol, we provide the wash
Open for the duration of the event

Hors d'Oeuvres

Two choices from Hors d'Oeuvres package A, one choice from B and one choice from C
(approx. 4 per person passed)

And

One stationed appetizer
(Caviar station and Raw Bar available for additional cost)

Salad *Choice of:*

Mixed Greens with Vegetable Brunoise
Chopped Romaine with Cucumber and Tomato
Bibb Salad with Strawberries and Candied Pecans

Entrees *Choice of 2:*

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc
Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce
Breast of Chicken with Artichokes and Pesto Vinaigrette
Cashew Crusted Salmon with Raspberry Butter
Oven Roasted Marinated Chilean Sea Bass with Citrus Vinaigrette
Jumbo Lump Crab Cakes with Creole Beurre Blanc
Jerked Pork Tenderloin with Rosemary-Star Anise Reduction
7oz Filet of Beef with a Cabernet Reduction
14oz N.Y. Strip Steak with Maitre d'Hotel Butter

****Buffet and Duo platters available****

All entrees served with hot rolls and butter

Starch: Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,
Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable: Haricot Verts, Asparagus

Dessert

Host to provide Cake
Coffee and Tea Station Open All Night

Food Tasting

Food tasting will be done approx 6 months prior to the wedding date and will include salads, 5 entrée selections, 5 starch options, and vegetables.
Tasting can include Bride and Groom plus 4 other guests.
Vegetarian and Children options available upon request.

Hours

Package includes 6 hours, beginning when guests arrive. Bride and Groom are permitted to arrive anytime throughout the day to begin getting ready. If Bridal Suite is not yet available, other club rooms will be made available for use.

Overnight Suites

Seven overnight suites are available to Bride and Groom, family and guests.
Rental of all suites- \$1,400.00
One Complimentary Bridal Suite included

Ceremony

Includes ceremony location, ceremony chairs and a one hour rehearsal with the wedding party.
(Should wedding book the day prior to your wedding, rehearsal arrangements will have to be made to accommodate both parties.)
\$1,500.00

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based on item selected. Items will be listed as an “add-on” on your proposal and all additional items not included in the package will be subject to a 23.5% service charge and applicable sales tax.

The Burke Package

\$185 inclusive of service charge

Tax not included

Bar

You provide the alcohol, we provide the wash
Open for the duration of the event

Hors d'Oeuvres

Two choices from Hors d'Oeuvres package B and two choices from C
(approx. 4 per person passed)

And

Two stationed appetizers

Salad Choice of:

Mixed Greens with Vegetable Brunoise

Chopped Romaine with Cucumber and Tomato

Bibb Salad with Strawberries and Candied Pecans

Entrees Choice of 3:

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc

Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce

Breast of Chicken with Artichokes and Pesto Vinaigrette

Cashew Crusted Salmon with Raspberry Butter

Oven Roasted Marinated Chilean Sea Bass with Citrus Vinaigrette

Chargrilled Mahi-Mahi with Brazilian Pineapple Sauce

Jumbo Lump Crab Cakes with Creole Beurre Blanc

Jumbo Shrimp and Scallop Brochette with a Garlic, Tomato and Basil Sauce

Jerked Pork Tenderloin with Rosemary-Star Anise Reduction

7oz Filet of Beef with a Cabernet Reduction

14oz N.Y. Strip Steak with Maitre d'Hotel Butter

14 oz Delmonico Steak with Brandy Peppercorn Sauce

Roasted Rack of Australian Lamb with a Grain Mustard Reduction

Long Bone Veal Chop with a Port Wine Sauce

****Buffet and Duo platters available****

All entrees served with hot rolls and butter

Starch: Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,
Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable: Haricot Verts, Asparagus

Dessert

Host to provide Cake
Assorted mini pastries provided for dessert station

Coffee and Tea Station Open All Night

Food Tasting

Food tasting will be done approx 6 months prior to the wedding date and will include salads, 5 entrée selections, 5 starch options, and vegetables.

Tasting can include Bride and Groom plus 4 other guests.

Vegetarian and Children options available upon request.

Hours

Package includes 6 hours, beginning when guests arrive. Bride and Groom are permitted to arrive anytime throughout the day to begin getting ready. If Bridal Suite is not yet available, other club rooms will be made available for use.

Overnight Suites

Seven overnight suites are available to Bride and Groom, family and guests.

All Suites Included in Burke package

Ceremony

Includes ceremony location, ceremony chairs and a one hour rehearsal with the wedding party. (Should wedding book the day prior to your wedding, rehearsal arrangements will have to be made to accommodate both parties.)

Ceremony included in Burke Package

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based on item selected. Items will be listed as an "add-on" on your proposal and all additional items not included in the package will be subject to a 23.5% service charge and applicable sales tax.

Guarantees

At the time of booking a special event, an estimated number of guests is required. An actual number of guests is required no later than fourteen (14) days prior to the event and may not be less than 90% of estimate. Event Host will be billed based on the actual guests or the estimated guest count, whichever is greater. For Saturday events there is a 150 adult guest minimum May 1st through October 31st. For Saturday events hosted November 1st through April 30th there is a 100 adult guest minimum.

Deposit and Billing

Hillbrook requires a deposit in the amount of \$2,500.00 to reserve the specified date and time. Should the special event cancel, the deposit is non-refundable.

1/3 of the estimated event total is due one year from the date, 1/3 of the estimated event total is due six (6) months prior to the event and the final balance is due fourteen (14) days prior to the event. These payments are non-refundable. Any extra incidentals, corkage totals, etc. must be paid within 72 hours following event.

Payments may be paid via check, cash or credit card. All credit card charges are subject to a 3% processing fee. Checks should be made payable to The Club at Hillbrook PO Box 603 Chagrin Falls, Oh 44022

Food and Beverage Policy

Hillbrook does not permit any outside food, with the exception of specialty cakes or cookies, to be brought into the Club.

Hillbrook operates as a “bottle club”, therefore; the Event Host is responsible for the delivery of alcoholic beverages to Hillbrook within 48 hours of the event. Corkage and set-up charges will apply.

The consumption of alcoholic beverages by persons under the age of 21 is *not* permitted. Hillbrook is committed to protecting the welfare of our Members, their guests and the community. We reserve the right to refuse service, including service of alcohol, to anybody at any time.

All menu prices are subject to change without notice; however, menu prices are confirmed thirty (30) days prior to all events.

Hillbrook is not responsible for quality of food once it has been removed from the premises.

Vendors

The management of outside vendors is the responsibility of the Event Host.

Vendor meals are available for an additional cost, per vendor, must be prearranged and will be billed on your final bill. Vendors will be served their meal *after* all guest meals have been served.

Vendors are required to provide all items and equipment that they may need.

Service Charge and Sales Tax

All food, beverage and corkage fees are subject to 23½% service charge and applicable Geauga County sales tax. Prices are subject to change without notice.

Personal Property

Hillbrook is not responsible for lost, stolen or damaged property. Flowers, cards, gifts, center pieces etc. that are provided by the Event Host of the function must be removed immediately following the event.

Damages

Any damages to the Club's premises or equipment will be charged to the Event Host. No rice, birdseed, confetti or other material may be thrown inside or outside of the Club. Artificial floral petals can be used inside but real floral petals are to be used outside.

Dress Code

We ask that all guests be properly attired for the occasion. Denim and t-shirts are not permitted.

Smoking

Smoking is not permitted inside Hillbrook.

Cleaning Fee

Event Host will be charged when conditions require more than normal custodial care to clean the room following their event.

Event Rentals and Services

All rentals of equipment and services must be arranged and/or approved by Hillbrook. Fees for those rentals and services will be the responsibility of Event Host and will be included in the event estimate where appropriate.

Music Policy

Hillbrook Management will monitor noise levels and hours for music. Please review the following club policies regarding music for private events.

- 1) Unloading of equipment is permitted only in the service entrance; Club Manager will direct you to designated parking place.
- 2) No music shall be permitted after midnight unless prior arrangements have been made with club.
- 3) Maximum decibel level is 85, measured at the far end of the dance floor.
- 4) No sub-woofers permitted.
- 5) Musicians must monitor noise levels. A club staff member will be made available for sound check once band is set up.
- 6) Should musicians exceed decibel level as determined by manager on duty, a warning will be issued. Should a repeat violation occur, power will be cut for the remainder of the event and the musician will not be permitted at Hillbrook for future events.
- 7) Club supplies 110v electrical outlets. Musicians are to supply any auxiliary equipment, including extension cords.
- 8) No friends/clients of musicians allowed on property, without prior management approval.

Additional Terms and Conditions

Hillbrook and Event Host agree:

The special event shall begin promptly at the scheduled time and the event room or area shall be vacated no later than midnight.

That Event Host will cause the event to be held in an orderly manner;

That alcoholic beverages will be refused to guests who are under age or appear intoxicated;

That games of chance will not be permitted unless proper written legal permission has been requested and obtained from local authorities by Event Host.

Event Host must use Hillbrook-approved vendors unless prior written consent is obtained.

Event Host must obtain prior written consent of Hillbrook for the placement of any display on Hillbrook's premises or entrances and for arrangements for music, entertainment and photographers.

Event Hosts guests are not permitted to utilize areas not designated for the event.

Event Host agrees to provide some form of entrée selection at the guest tables when more than one entrée is being served to your guests. (i.e. F for fish, B for beef, V for vegetarian etc.)

Acknowledgment

By signing this contract, I acknowledge that I have read, understand and agree to the terms and policies described in this Agreement, and that Hillbrook is not responsible and does not assume liability for any damage or loss that might be incurred by lessees or guests of the facility resulting from unforeseen circumstances. The Club at Hillbrook does not assume responsibility for the custody or care of any personal items belonging to the lessees or guests before, during or after an event.

All prices are subject to change without notice until 30 days prior to the date of the event. Upon signing this contract, the lessee agrees to pay in full for any charges incurred. Payment in full is due ten (10) days prior to the event. Any extra incidentals, corkage totals, etc. must be paid within 72 hours following event.

I understand that The Club at Hillbrook requires a non-refundable deposit in order to confirm the date of my event. I also understand that by canceling my reservation, any and all deposits are non-refundable.

I have read and agreed to all of the terms provided in this contract and in the banquet information packet in general.

(PLEASE PRINT)

Event Host Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone #: _____ Additional Phone #: _____

Email Address: _____

Bride's Name: _____

Bride's Phone: _____ Bride's Email: _____

Groom's Name: _____

Groom's Phone: _____ Groom's Email: _____

Event Host Signature _____ Date _____

Sponsoring Member Signature _____ Date _____

Event Date _____ Estimated Guest Count _____ Ceremony on site (yes or no) _____

Package Choice: [] Burke Package \$185 [] Sherwin Package \$160 [] Josephine Package \$130

Please make all checks payable to **The Club at Hillbrook** and mail to
P.O. Box 603, Chagrin Falls, OH 44022

For office use only:

Date deposit received: _____ Check #: _____ Amount: \$ _____

Notes: _____