



Oakwood Country Club Guideline and Fees Packet

Welcome to Oakwood! Our Guidelines and Fees packet covers our policies and pricing and helps you in the initial steps to planning a wonderful event. Any questions remaining after reading the packet should be directed to our Events Coordinator. All contact information can be found on the second to last page of the packet.

Thank you for considering Oakwood for your Special Events needs!

Date & Deposit

Special event booking is based on a first come first serve basis. A deposit, based on room choice, is required to reserve your date. We can place a hold on a date for two weeks before receiving the deposit. The date is guaranteed once the deposit has been received. You may request a full refund 90 days before your event for a cancellation; however, the deposit becomes non-refundable 30 days prior to the event. Deposits must be made by check only and are applied to the balance of your final bill. Fees and refund acceptance are subject to change depending on the details of your event.

** Please refer to final payment section.*

	<i>Non-member Deposit</i>	<i>Member Deposit</i>
Board Room	\$50	No Deposit required
West/East Room	\$150	No Deposit required
Ballroom	\$1,000	\$500
Whole Venue	\$1,500	\$500

Payment

An estimated balance will be provided based on you headcount and payment in full is required one week before the event. Payment can be made by check and hand delivered or mailed to Oakwood Country Club. Credit card payments can be taken over the phone or in person prior to the event. Should you headcount increase or there be additional charges for an open bar or extended hours, the resulting balance is payable within 5 days after the event. A finance charge of 1.5% (18% APR) will be charge monthly on any unpaid accounts.

Cancellations

Severe situations, such as inclement weather, may prohibit an event from taking place. The Club Manager and Events Coordinator will try to accommodate a fair solution to such circumstances.

Venue Rental

Venue rental prices are based on a 4 hour event period and include room usage, basic white linen usage, basic staffing, set-up and clean up. You may extend the rental time for an additional \$100.00 per hour. Any event lasting past midnight will incur a \$500.00 post mid-night charge.

	<i>Friday or Saturday Event</i>	<i>Sunday-Thursday Event</i>
Board Room	\$50	\$50
West/East Room	\$200	\$150
Ballroom	\$1,000	\$800
Whole Venue	\$1,500	\$1,200

Special Venue Rental Prices

1. Members of Oakwood Country Club may rent a room for \$1 per head
2. Non-members may received a 20% discount on the final room fee if sponsored by a member
3. Non-profit organizations may rent a room for \$2 per head, but for no less than the minimum stated below.

	<i>Minimum Price</i>
Board Room	\$20
West/East Room	\$60
Ballroom	\$300
Whole Venue	\$500

Room Dimensions and Capacities

(Diagram of floor plan attached)

<i>Room</i>	<i>Dimensions</i>	<i>Capacity</i>
Board Room	18 x 24	22
West/East Room	20 x 30	60
Ballroom	60 x 40	180
Foyer	35 x 22	N/A
Pub	N/A	15

The capacities above are subject to change depending on table and food requirements. A buffet or dance floor in the same room as main seating will reduce the capacity figure by roughly 20 percent. Maximum capacity is determined based on food needs. We can accommodate a 180-200 guest count for a plated event, 240 guest count for an event with a buffet, and a 280 guest count for a cocktail-style event.

Room Design

Room layout and specifications can greatly impact the capacity of the space. All specifications should be discussed and finalized at least one week (7days) in advance. This includes table number and layout, number of seats at each table, dance floor, display or gift tables, podium, etc.

Room Conversion

Any event requiring a change in set-up part way through the event will be charged a room conversion fee.

<i>Ballroom</i>	<i>All other rooms</i>
\$200	\$100

Guest Count

The final guest headcount is required one week (7 business days) prior to the event. Guests added after this date will be charged \$2.00 per additional guest in addition to added food costs and billed after the event.

Menu Requirements and Restrictions

Our banquet menu is restricted to events with more than 15 guests. Parties less than 15 may request a limited menu or choose from our Grill Menu. Parties between 15 and 25 guests are restricted from a buffet style meal. Parties larger than 200 guests are restricted from a plated style meal. Changes to the menu may be made up to one week (7 business days) prior to the event. Menu adjustments can be made for special dietary needs.

Decorations and Linen

All decorations are the responsibility of the host. No decorations can be hung from the ceiling. Wall decorations must not damage or puncture the wall. Any flame must be surrounded by glass or some other flame-retardant material. No bird seed or confetti is permitted. Decorations may be installed by you or an outside party 4 hours in advance of the event. If you require more than 4 hours before the event, an additional fee may be applied. All decorations must meet all fire code requirements. Basic white table linen, skirting and napkins are included in the Venue rental cost. Other colors are available for an additional cost. Please inquire with the Events Coordinator on prices.

Alcohol Policy

Oakwood Country Club abides by all Virginia's ABC laws regulating the sale and consumption of alcohol. We reserve the right to refuse service to anyone at anytime. No outside alcoholic beverage may be brought onto club premises or may leave club premises. In select circumstances, champagne and/or wine purchased outside the club may be allowed into the club and will be subject to a \$11.00 corking fee.

Reserved Parking/ Valet Parking

We can reserve and guarantee 30 parking spaces for our outside events. All other parking is first come, first serve. Overflow parking is available on the upper Golf Course. Valet parking is available for 30 vehicles for a \$150 charge.

Property Damage Fees

The client accepts responsibility for any damage to our grounds, facilities or materials. In such an instance, you will receive a bill detailing the total replacement costs, including labor if applicable. The club is not responsible for any loss/damage to any personal items not removed at the conclusion of the event.

Miscellaneous Fees or Rental Prices

Projector Screen	\$15.00	Bar Set-up Fee	\$85.00
LCD Projector	\$50.00	Bartender Fee	\$20.00/hr
Podium/Microphone	\$35.00	Corking Fee	\$11.00/bottle
Sound System	\$40.00	Piano Usage	\$100
Chair Cover Usage	\$2/ per chair	Pillar Candles	\$1/ candle
White Chiavari Chair Usage	\$4/ per chair	House Decorations	Subject to Change based on usage
Valet Parking Attendant	\$150.00		
Coat Attendant	\$15.00		

Contact Us!

Events Coordinator: Casey Engledove
(t) 434-384-8181 ext. 3
(f) 434-384-9017
casey@oakwoodcc.net

3409 Rivermont Avenue
Lynchburg, VA 24503



1914

Private Function Floor Plans

OUTSIDE DECK
ACCESSIBLE VIA
BOARD RM

BOARD RM

18 X 24

MAX 22 SEATS

RESTROOMS
LOCATED
ON 2ND
FLOOR

WEST RM
20 X 38

MAX 60 SEATS

F I R E P L A C E

BALLROOM

60 X 40

MAX 180 SEATS

KITCHEN

BALLROOM
PUB

MAX
15 SEATS

F I R E P L A C E

EAST RM
20 X 38

MAX 60 SEATS

RESTROOMS
LOCATED
ON MAIN
LEVEL

COAT
CHECK
CLOSET

? 35 X 22 FOYER?
? COVERED ENTRANCE / PORCH?