

# Troy Country Club

Work: 937-335-5691

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1830 Peters Rd. Troy, OH 45373

Event Director: Courtney Salvo



Email: [Banquet@troycountryclub.net](mailto:Banquet@troycountryclub.net)

Client Name: \_\_\_\_\_

Member

Address: \_\_\_\_\_

Non-Member

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Mobile: \_\_\_\_\_

Event Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Attendance: \_\_\_\_\_

## Rooms Needed:

Terrace Room    Dining Room    Living Room    Bentwood Room

**Rental Fee: \$400.00 per Banquet Room (No Tax)**

**Rental Fee Total: \$\_\_\_\_\_**

I consent to photos from my event being used for TCC's website or social media.

**Rental Fee Payment:** A rental fee of \$400.00 per banquet room is required on the day of booking to confirm your reservation and secure your event date. If the rental fee is not received and approved, your reservation will be canceled.

Room rental fees are refundable only with a written cancellation notice submitted at least 30 days before your event.

If you cancel your event less than 30 days prior, the room rental fee becomes non-refundable.

For events booked less than 30 days in advance, you may cancel up to 2 weeks before the event to receive a refund of the rental fee. However, if you cancel within 1 week of the event date, the rental fee will be non-refundable.

**Reservations include** 6-foot and 8-foot banquet tables, 60-inch round tables that seat 8 to 10 guests, indoor banquet chairs, and your choice of white, ivory, or black tablecloths at \$2 per linen. You can also select a linen napkin color and table skirting (Black or White). The set-up and take down of tables, chairs, are included in the reservation. For wedding ceremonies held on the golf course, chair rentals are required. Please note that any additional linens, chair covers, rental items, or centerpieces will be the client's responsibility and may incur extra costs from TCC.

**Confirmation of Event:** All final arrangements, including room setup, bar selections, and menu options, must be received two weeks before the event date. The final headcount of attendees for your event must be provided one week before the event date. For example, if the event date is November 8, 2026, the final count is due by November 1, 2026. Once all details have been finalized, the event director will contact you with a copy of your event sheet and specific information. Immediate notification to TCC is necessary for any changes in the number of guests attending the event. The client must provide TCC with the final number of guests one week before the event. No allowances will be made for any reduction in the number of guests. Payment is required for any additional guest meals on the day of the client's function. You will be charged based on the final headcount provided one week before the event, even if there are last-minute cancellations or no-shows.

**Cancellations Policy:** To avoid charges on food, beverage, and room rental fees, please cancel your event at least 30 days before the scheduled date.

- If you cancel less than 30 days before the event, your room rental fee is not refundable, and you will have to pay 50% of the total event cost as outlined in your event function sheet.
- If you need to cancel an outside vendor (like a band, DJ, florist, or rental items), you will be responsible for any cancellation fees from those vendors.
- You can reschedule your event within the same calendar year.
- Cancellations due to illness must occur at least one week prior to the event. If you cancel less than one week before the event, you will have to cover the cost of food and other items that were purchased for your event.
- If guests are paying their tabs separately and there's an unpaid balance, the member or guest hosting the event must settle that bill before the event ends.

**Taxes and Fees:** All checks come with a 20% surcharge and a 7% sales tax added to the subtotal. The 20% surcharge is NOT a tip for your servers; it is a fee designed to cover the servers' hourly wages for working the event. There is a \$35.00 charge for each returned check. If the banquet room is damaged during the event, the client will incur a minimum charge of \$500.00 or more, depending on the severity of the damage. Tax-exempt businesses must submit the correct forms to the accountant two weeks prior to the event.

**Final Payment:** The final payment is due on the day of your event. This includes food menu items, which have a 20% service charge and a 7% sales tax, bar charges, and any additional rental items. We accept cash, checks made out to Troy Country Club, or if the client is a member, payment will be charged to the member's account. All credit card transactions will incur a 2.5% processing fee. All payments are due on the night of the event unless they have been pre-scheduled with our accountant or event director. All prices for food and beverage are subject to change based on food/beverages increases, and could be raised without notice.

**Beverage Consumption:** All beverages must be provided by TCC. A \$500 fine will be assessed for any alcohol brought onto TCC property, and all alcohol service will cease. There is a \$150 fee per bartender for all events. Additionally, a \$15 corkage fee per bottle applies for wine brought in with the approval of a TCC manager. No outside beverages are allowed on the premises. If you bring in any of the following items, you will be charged per item: Jell-O shots, beer, etc. If a guest at an event held at TCC experiences a bio-hazard incident on the premises, the client will be fined a \$250 fee for the cleanup kit. Troy Country Club does not permit anyone under the age of 21 to consume alcohol and reserves the right to deny alcohol service to any patron on our premises.

**Food Consumption:** All food and catering must be provided by TCC. Desserts may be sourced from an outside vendor. Dessert vendors are not subject to additional fees, and TCC is not responsible for any issues that arise from desserts. NO OUTSIDE CATERING IS ALLOWED. NO outside food is permitted on the premises! TCC is not liable for any food taken home from an event, including leftovers.

**Building Specifications:** Events are scheduled according to the timeline arranged with your event coordinator. A fee of \$250.00 per hour will be charged for any time spent in TCC beyond the planned hours. Weekday events must conclude by 11pm, and weekend events must finish by midnight. Event setup times should be discussed and coordinated with your event director, including when you can and cannot set up your decor for the event.

**Liability:** Troy Country Club shall bear no liability for fire, flood, earthquakes, accidents, or any events beyond our control. Either party may cancel the event without liability if extraordinary circumstances arise beyond their control, such as a natural disaster, an act of terrorism, or a public health epidemic in the area where the club is located.

**Additional Fees:**

- Wedding Ceremony Fee: \$400
- Outdoor Ceremony Chair Rental Fee: \$5+ per chair plus delivery tax (Black or White Resin chairs only)
- TCC is not liable for weather issues if rental items are not used; you will still be charged for all items.
- Delivery Fee for Rented Chairs for Outdoor Ceremony: \$175
- Projector Rental: \$75
- Screen Rental: \$25
- Linen Rental: \$2.00 per linen (Black, White or Ivory)
- Easel Rental: \$10 per easel
- Flat Screen Smart TV Rental: \$200
- Whiteboard Rental: \$10 per
- Flip Chart Rental: \$10 per
- Chalk Board Rental: \$10 per board
- Bartender Fee: \$150 per bartender for the entire event (1 bartender for 100 guests or fewer; 2 bartenders are required for over 100 guests)
- Up-lighting for Head Table: \$100
- (1) Chef – Carver for Buffet: \$100
- Passed Appetizer Fee: \$50 per staff member
- Votive Candle Fee: \$1 per candle
- Golf is \$80 per person

I agree to all fees, rules, and specifications of The Troy Country Club. Should a dispute arise regarding a breach of any term of this agreement, the client agrees to submit their dispute(s) to TCC Management.

\_\_\_\_\_ **I understand and agree to all terms of this agreement.**

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troy Country Club Manager

\_\_\_\_\_  
Date