



Blackthorn Club

Blackthorn Club Event Policies

We are delighted you have expressed an interest in using our Club's Services and Facilities. We take great pride in both the food and service that we offer to our Members and Guests. We will work hard to plan an event that will give you memories to last a lifetime.

Please use the following Policies Packet for your Event needs. We look forward to the opportunity of working with you and customizing your event.

Jennifer G. Villarta, Events Coordinator

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Follow us online at blackthornclub.com





Blackthorn Club

BANQUET POLICIES

Pricing

All prices listed are the base price, without service charge and sales tax, and are subject to change.

An Additional 17% Service Charge and 9.5% Tennessee Sales Tax will be applied to all food and beverage items.

Prices are guaranteed if planned within sixty (60) days prior to your function date.

All prices quoted prior to sixty (60) days are subject to change due to fluctuations in the market.

Food & Beverage Minimums (Subject to all Member/ Non Member)

Card Room	\$150
Bistro	\$350 (Sunday, Tuesday-Thursday) \$500 (Friday and Saturday)
Veranda	\$900
Main Dining Room/ Pool Deck	\$900 (Sunday, Tuesday-Thursday) \$1200 (Friday and Saturday)
Pavilion	\$1500
Event Lawn	\$1500

Blackthorn Members or Member Sponsors are responsible for providing a non-refundable deposit and achieving the Food and Beverage Minimum. Non-members are responsible for providing a non-refundable deposit, facility fees, and achieving the Food & Beverage Minimum

Facility Charges (Subject to Non Members)

Card Room	\$100
Bistro	\$150
Veranda	\$500
Main Dining Room & Pool Deck	\$750
Pavilion	\$1,250
Event Lawn	\$1,000

**Facility Charges are 75% off one room when used in conjunction with another room. When booking more than 2 spaces additional fees will apply.

**Food and Beverage Minimums are waived for one room when used in conjunction with another room

Member Sponsors should know that they are responsible for the behavior of their non-members and any fees the non-member neglects to pay.

Deposits

All events require a deposit to guarantee the room to hold your desired date.

Deposit will only be refunded if the event is cancelled within the cancellation policy guidelines.

Card Room	\$100
Bistro	\$150
Veranda	\$500
Main Dining Room & Pool Deck	\$750
Pavilion	\$1,250
Event Lawn	\$1,000

Deposits provided above are due at the time of the initial booking.

Once a menu is established the following deposits are required:

10% of the estimated charges are due once a menu is established.

15% of the total estimated charges are due 3 months prior to event date.

25% of total estimated charges are due 30 days prior to event date.

Guarantee

In order for Blackthorn Club (Blackthorn) to effectively plan and execute your function, the final details must be confirmed no later than two weeks in advance of your reserved date.

Your attendance guarantee must be made 72 hours in advance.

In the event we do not receive your guarantee 72 hours in advance, the greater expected number of guests will be considered to be the guaranteed number.

The minimum charge for your function is based on your guarantee or the actual number of guests in attendance, whichever is greater.

In the event the actual number of guests in attendance is greater than your guarantee, you will be charged for that amount and an additional 10% food surcharge on the number of guests served above your guarantee.

A signed contract must be on file 14 days prior to the event in order for the event to be scheduled and executed by Blackthorn.

Cancellations

If an event is cancelled prior to 3 months from the scheduled date, deposits will be refunded. If an event is cancelled within 3 months of the scheduled date, estimated charges will be collected, to offset lost business.

- 90 days prior to event the deposit is retained by Blackthorn.
- 89 - 60 days prior to event the deposit is retained by Blackthorn and 10% of the estimated charges.
- 59- 31 days prior to event the deposit is retained by Blackthorn and 25% of the estimated charges.
- Within 30 days prior to event the deposit is retained by Blackthorn and 50% of the estimated charges.

These are all based on the loss of business for Blackthorn.

Menu and Menu Selections

Blackthorn does not allow any outside food and beverage to be brought onto our premises other than wedding, anniversary and birthday cakes.

Cake Cutting Fee

Blackthorn Club will provide a cake cutter if required.

Caking Cutting fee is \$75 (3 tier cake/ +\$25 for any additional tiers or cakes)

Once a menu has been established with the Chef and the Events Coordinator, the host will receive an estimated Food and Beverage price from the Events Coordinator.

Multiple Entrée Selections - Should you prefer to offer a choice of more than one entrée or a special dietary item, a breakdown indicating how many of each entrée is due 72 hours prior to event along with the guaranteed number of guests.

The client is responsible for maintaining a complete list of guest names and their respective entrée choice and providing a color coded card indicating their selection choice upon arrival to Jenn Villarta, Events Coordinator.

Multiple entrée selections may only be selected by a party with a guest count of 75 or less, subject to management approval; \$2 per entrée per selection will be charged for this service.

In accordance with State of Tennessee Health Department regulations, any perishable foods remaining at the conclusion of your event may not be removed from the premises.

Alcohol and Bar Service

In accordance with Tennessee State Law, guests must be 21 years of age to consume alcohol. It is recommended that guests be made aware that identification is required to consume alcohol. The Club reserves the right to both check identification and refuse to serve alcohol to underage persons or persons deemed intoxicated.

Please see the Bar Price Sheet for any additional charges.

Example: If the host for a party, wedding, or function would like to bring in outside wine or beer there will be a corkage fee for opening each item.

Prices will vary, please refer to the Bar Price Sheet or contact Jenn Villarta your Event's Coordinator for questions or concerns.

Outside Liquor beverages are prohibited, if the host does bring in outside beverages the host will be asked to remove them from the premises this includes guests for the function.

Personal Items

Loss or damage to a display, decoration or other property brought into the Club premises will be the sole responsibility of the host. The Club will assume no liability. The member/host is responsible for the conduct of all persons in attendance and for any damages incurred upon the Club or its guests by individuals associated with or representing the member/host's organization.

The Club will not be held responsible before, during, or after any function for lost, stolen or damaged items. Additional Security may be provided through the Club for an additional charge.

If the host would like to leave items on the premises before and after the function you may do so with the possibility of an additional storing fee.

Bride and Grooms do have the use of Blackthorn Club's locker areas. Please note that these areas are still open to our membership.

Decorations

Bridal parties are allowed to bring in flowers, ice sculptures, wedding cakes, printed napkins and any other personal items to be used. The Club is not responsible for any items brought into the Club by the client.

The use of rice, birdseed and confetti are prohibited during the duration of the party; it is suggested that rose petals, bubbles or non-flammable sparklers be used. A charge ranging from \$300 may be applied for the cleanup of such items.

Blackthorn holds the right to charge a handling fee for any rented or outside-owned items that are set up or handled by the staff. Determination of the fee will be done on a case-by-case basis.

Blackthorn will rent any additional items the host may require with host permission. Blackthorn does not charge any additional fees for having to rent items.

Early access to rooms for set-up purposes will be determined by the daily calendar. If a host requires setting up the Banquet area a day before the event, there will be an additional fee.

All packages being received by the Club must be clearly marked with the group's name date of function and name of contact. Please address all packages "Attention Event's Coordinator." The Club guest is responsible for making all arrangements for having packages shipped from the Club. It is advised that the packages not be shipped more than 7 days prior to the function.

Maximum Seating & Parking

Seating varies according to table arrangements. Seating capacities shown may not be accurate due to your table arrangements, and therefore should only be used as a guide.

We have 185 parking spaces at the Club; please note that this facility is open to the membership of Blackthorn, and all spaces may or may not be available on the day of your event.

Additional Charges & Policies

- All damage to any building and property of Blackthorn caused by the host or any guests of the host for the event will be billed on the final invoice. The host is considered the individual responsible as the signer of the contract for the event.
- Complete Removal of Existing Tables and Chairs on Veranda or in the Main Dining Room will be subjected to additional \$200 fee.
- For Blackthorn staff to assist in decorating the event there will be a \$300 fee incurred.
- For Jenn Villarta, Blackthorn Events Coordinator, to be an onsite Wedding Director there will be a \$250 fee.
- Equipment fees – There may be charges for additional equipment requested for your event. These will be indicated on your contract.
- A/V Equipment- Microphone and Speaker \$25
- All equipment and decorations must be removed at the end of the function, unless there is something planned in place with our Events Coordinator.
- All decorations must be confined to the room reserved for your function.
- All decorations must be limited to tabletop or freestanding displays that do not require attachment to the walls or furniture.
- Blackthorn is not responsible for part of cake displays, unless there is a plan in place with Blackthorn Events Coordinator.
- Blackthorn will not assume any responsibility for any loss or damage to any merchandise or articles left at Blackthorn prior to, or following any event.
- No emergency exits, phones, alarms, sprinkler valves, or hose connections may be obstructed in any way.
- No exposed flames are permitted in any building.
- All live animals are prohibited in any building at Blackthorn with the exception of guide and service animals.
- Storage for crates, packing material, or freight of any kind will not be provided.
- All Blackthorn buildings are non-smoking facilities. Smoking areas are available outside the buildings.



Blackthorn Club

Estimated Summary of Charges

Total Food Charges (Buffet/ Cake Cutting etc.)	
Total Equipment Rental	
Total Room Rental	
Total Service Charge (20%) <i>Gratuity 18%+ Service Fee 2%</i>	
Total Sales Tax (9.5%)	
GRAND Total	

CONTRACT ACCEPTANCE

I have read and agree with all details contained within this contract. I agree to provide the catering department a guaranteed number of attendees 72 hours prior to my event and understand that Blackthorn Club (Blackthorn) does not guarantee food for over the guaranteed number and a 10% surcharge will be accessed on all meals that exceed the final guarantee number of guests. I agree to pay the price quoted per person for the guaranteed number of guests or the actual number of guests, whichever is greater. I understand that Blackthorn does not allow outside food and beverage of any kind to be brought inside the buildings with the exception of birthday, anniversary or wedding cakes. I understand that a service charge of 20% and Tennessee State sales tax will be applied to all events. Guest is responsible for special decorations but absolutely NO CONFETTI OR GLITTER allowed on tables. I understand that due to business requirements, Blackthorn reserves the right to accommodate your group within other areas of the property. I understand that Blackthorn reserves the right to ask for proof of legal age of any individual purchasing or consuming alcoholic beverages on the property. Blackthorn will comply with all applicable state, federal and county laws in the consumption of any alcoholic beverage.

Cancellation Policy: In the event that a function is canceled within 30 days of a scheduled date, the Blackthorn Club reserves the right to retain the deposit and charge for 50% of the estimated charges.

Customer Signature: _____ Date: _____

Event Coordinator: _____ Date: _____