



# Danville Country Club

WELCOMES YOU

Welcome to Danville Country Club, where we strive to serve you at the highest level of hospitality, all while you experience our unique atmosphere, charming facility, and beautiful grounds.

We have several different rooms for you to choose from, all have their own charm and have certain capacities. Please refer to the list below to help you choose the right room for your event.

- Ballroom: 125 guests
- Dining Room: 70 guests
- Bar: 60 guests
- Grill: 40 guests
- Leisure Green: 30 guests
- Library: 25 guests

Please refer to our Banquet Menu to start planning the delicious offerings for your event. Prices are listed per person and do not include tax and gratuity. Special requests or additional food items not listed in the Banquet Menu will need to be discussed with and approved by the Event Coordinator or General Manager. Dietary restrictions and food allergies can be accommodated and will need to be addressed to the Event Coordinator.

We are here for you! Please contact Danville Country Club's Event Coordinator Abby Muehl at [abby.muehl@golfdanvillecc.com](mailto:abby.muehl@golfdanvillecc.com) or at (217) 442-5213 option 5 if you have any questions.



# Danville Country Club

## SUMMARY OF CHARGES

### **FACILITY CHARGE**

*The facility charge is based on the room(s) used in the event.*

**Library - \$250**

**Grill - \$300**

**Dining Room - \$300**

**Bar and Leisure Green - \$450**

### **LARGE EVENTS**

**\$2000 for Ballroom and Dining Room  
utilizing the Bar for drinks**

**\$2500 for Ballroom, Dining Room, Bar,  
and Leisure Green**

### **OUTDOOR EVENTS**

*Outdoor events may be booked under our covered patio or by our pool. A minimum of 2 hours is required to be booked with each additional hour charged at \$50 hour.*

**- Bartender Charge \$20 per hour  
(optional)**

**- Tables and Chairs Charges \$20 per  
table**

**- Covered Patio and Leisure Green OR  
Pool and Adjacent Patio**

### **LINEN CHARGE**

*Linens will be charged according to the number of items required for event.*

#### **Table Linens**

**- 90" by 90" - \$3.00 per cloth**

**- 52" by 114" - \$2.75 per cloth**

#### **Napkins**

**- White cloth napkins - \$0.20 per napkin**

#### **Chair Linens**

**- \$3 a piece (includes black chair tie)**

### **MEMBERSHIP DISCOUNTS**

*Current members of the Danville Country Club receive a 65% off discount of smaller rooms and their related facility charges. Linen charges are waived.*

*Members do not receive discounts on large event rooms.*

**All private events are organized to include tax and gratuity after charges have been totaled.  
Gratuity is added at 20% of total charges unless otherwise instructed.**

# Danville Country Club

## PRIVATE EVENT TERMS AND CONDITIONS

Please read the following terms and conditions carefully. Once read, please sign and return to the Event Coordinator with deposit. Fill out the information to the best of your ability. Items marked with (\*) are for the Event Coordinator's use.

Non-members are required to have 'sponsors' when booking events. Sponsors must be current members of Danville Country Club. It is the non-member's responsibility to find their sponsors and to list them in the contract.

A deposit is required at least 1 month prior to the day of event. The deposit is the facility charge incurred in the event. Checks can be made out to Danville Country Club. The deposit is considered the 'booking fee' of your event. Confirmation of event is not confirmed until deposit has been made. This deposit is non-refundable and non-transferable. This deposit does not go towards other charges incurred for the event.

The number of guests, or RSVP, is required at least two weeks prior to the day of event. Meal guarantee will be based on the number of guests you expect and give as your final guest count. In the event the guest list increases, you will be billed accordingly, and every effort will be made to complete the menu agreed upon. Please note it may be necessary to substitute food items and service delays are possible. Number of guests can increase but will not decrease prior to one week before event.

Food or other menu choices are required at least one week prior to the day of event.

In signing this agreement and paying the deposit, you have access to the chosen event room 3 hours prior to event start time for set-up purposes. You have a maximum of 2 hours to clean up after the scheduled end time of the event. This includes taking down decorations and removing any brought in items for the event. All other clean up duties, such as removing food trays, dishes, and linens, will be performed by Danville Country Club staff members. You must have approval by the Event Coordinator if you need prior access or closure of event room other than the previously stated times.

All beverages must be purchased through Danville Country Club. All food must be prepared by Danville Country Club, with the exception of dessert which requires prior approval of the Event Coordinator.

All events must end no later than 12:00 midnight. The bar will be closed at 11:30 p.m. and all entertainment must end by 11:30 p.m. unless otherwise agreed upon.

An invoice will be created prior to the event to confirm the specifics and costs. After this invoice is created, payment may be accepted prior to or on the day of the event unless otherwise agreed upon before the event has been held.

**Liability and Security:** Danville Country Club will not be held responsible for personal injury or lost or stolen articles left on premises prior to, during, or following an event. We reserve the right to inspect and control all private events on premises. Liability for damages to property and any additional cleaning will be charged to the signee of this agreement.

The General Manager and Event Coordinator have authority to change or approve private party matters.

Credit Card / Check

Please make check payable to Danville Country Club.  
2718 Denmark Road, Danville, IL, 61834

Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Reserved Room: \_\_\_\_\_

Expected Guest Count: \_\_\_\_\_ Contract Date: \_\_\_\_\_

Signature: \_\_\_\_\_ \*Event Coordinator: \_\_\_\_\_

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## PRIVATE EVENT SPECIFICATIONS

Today's Date: \_\_\_\_\_ Event Date and Time: \_\_\_\_\_

### Contact Information

Name of Representative: \_\_\_\_\_

Name of Organization (optional): \_\_\_\_\_

Bill this Organization: Yes / No      Tax-exempt Organization: Yes / No

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

Phone Number: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Additional Information: I am a member / non-member .

- All non-members must be 'sponsored' by a current member of Danville Country Club.

- I am sponsored by \_\_\_\_\_.

- I have a direct family relationship with \_\_\_\_\_, who is a current member of Danville Country Club. ('Direct' meaning parent, child, grandparent.)

### Payments

\*Deposit Received: \_\_\_\_\_

\*Final Payment Due/Received: \_\_\_\_\_

### Event Information

Function: \_\_\_\_\_ Room(s) Reserved: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_ \*Confirmed Number of Guests: \_\_\_\_\_

Price per person: \_\_\_\_\_ Bar: Cash Bar / Open Bar

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_ Appetizers: \_\_\_\_\_

Menu:

Special Arrangements: