

Danville Country Club

Event Information and Contract

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 make planning an event as easy as 1, 2, 3!

Start planning your event by choosing a date and room. Sign and return your contract to book your event. Then plan a menu using our Banquet Menu.

We have several different rooms at Danville Country Club, and all have their own charm and guest capacities. Please refer to this list to help you choose the right room for your event.

- Ballroom: 100 guests
- Dining Room: 60 guests
- Grill: 45 guests
- Leisure Green: 30 guests
- Library: 25 guests

We're here for you!

Please contact Danville Country Club's Event Coordinator if you have any questions.

Abby Muehl

Abby.Muehl@golfdanvillecc.com

217-442-5213 – Option 5

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

Ballroom and Dining Room - \$800

Large Events

Events that require more space and closure of the rooms all day will be charged as Large Events.

Ballroom and Dining Room (Utilizing the Bar just for drinks) - \$2000

Ballroom, Dining Room, Bar, and Leisure Green - \$2500

Outdoor Events

Outdoor events may be hosted on our patio. A minimum of two (2) hours is required with each additional hour charged at \$50 per hour.

Linen Charge

If specialty linens are required or requested, a linen charge will be applied according to the number of items ordered.

Table Linens

90" X 90" - \$3.00 per cloth

52" X 114" - \$2.75 per cloth

Napkins

\$0.20 per napkin

Chair Covers

\$3 per chair (includes black chair tie if chosen)

Additional Items

Extra Bartender - \$20 per hour

If an extra bartender is required or requested for additional bar service.

Kegs of Beer

Please ask for price and details.

White Archway - \$150

White Outdoor Chairs - \$4 per chair

Membership Discounts

Current members of Danville Country Club receive a 65% discount on smaller rooms and their related facility charges. This discount applies to events directly hosted by or hosting a DCC member.

Specialty linen charges and large event charges are not applicable to this discount.

All events are organized to include tax and gratuity after all charges have been totaled. Gratuity is automatically added at 20% of total food and beverage charges.

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Private Event Terms and Conditions

Please read the following terms and conditions carefully. Once read, please sign and return to the Event Coordinator. If in the early stages of planning, fill out the information to the best of your ability.

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. Businesses, organizations, schools, and fundraisers are exempt.

The facility charge is required at least 1 month prior to the day of event. Checks can be made out to Danville Country Club. The charge is considered the 'booking fee' of your event. Confirmation of event is not confirmed until the charge has been paid. This charge is non-refundable and non-transferable if the event is cancelled 2 weeks before the reserved date.

The number of guests, or RSVP, is required at least 2 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 2 weeks prior to the day of event.

In signing this agreement and paying the facility charge, 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. Please share any scheduled deliveries (such as floral and dessert) with Event Coordinator prior to the event.

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.

The clubhouse closes at 12:00 midnight, and all events must be finished and cleaned up by this time. The bar will be closed at 11:30 p.m. and all entertainment must end by 11:30 p.m. unless otherwise agreed upon. Please share entertainment contact information, set-up time, and run-time with Event Coordinator prior to the event.

An invoice can 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 loss of 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 Check Number: _____ Please make check payable to Danville Country Club.
2718 Denmark Road, Danville, IL, 61834

CC Number: _____ Exp: _____ CVC Code: _____

Date of Event: _____ Reserved Room(s): _____

Expected Guest Count: _____ Contract Date: _____

Signature: _____ *Event Coordinator Signature: _____

Danville Country Club

Event Arrangements Sheet

Event Details

Date of Event: _____ Start Time of Event: _____

Number Expected: _____ Specials Times: _____

Required Rooms: _____ Price: _____ Paid: _____

Nature of Function: _____

Contact Information

Name of Representative: _____

Name of Organization: _____

Cell Phone: _____ Email: _____

Sponsor: _____

Food Arrangements

Food Details: _____ Tax and Gratuity: Included / Not Included

_____ Bar: Cash Bar / Open Bar

Menu Type: Breakfast Lunch Dinner Appetizers

Hors D'Oeuvres: _____ Dessert: _____

Menu:

Special Arrangements: