

# TIPS FOR PLANNING YOUR EVENT

Let the staff at Architects Golf Club help make your celebration memorable!

## Choose Your Package

The menus we include in our packages are samples. We are always willing to work with you to customize a menu for your event.

## Make Your Reservation

Our event spaces can accommodate parties of all sizes:

Legacy Hall: Private Space for up to 75 Guests on our Lower Level

Thyme Ballroom: Private Space for 75 – 200 Guests; Semi-Private for Less Than 75 Guests

If you prefer to reserve the entire ballroom with less than 75 guests, a room fee of \$500 is required.

Tented Patio: Private Space for Up to 250 Guests

A minimum guest guarantee will be required at the time of booking for contract purposes. We request a final count 7 days prior. This is considered your final count and not subject to reduction.

Event deposits and payments may be made by cash, check or credit card. A 3.5% convenience fee is applied to all credit card transactions.

All event pricing is subject to 22% service charge and 6.625% NJ Sales Tax.

## Hire Your Vendors

A list of recommended vendors is available for DJs, Florists, Photographers and more. You are welcome to hire whomever you prefer, however all vendors must provide The Architects Club with their day-of contact information and a Certificate of Insurance at least one week prior to your event.

## Finalize Your Menu

Your final menu selections must be made at least 30 days prior to your event. If you are offering an entrée choice to your guests, The Architects Club will provide a printed menu at each place setting. Guests are not required to order their entrees ahead.

Whether you are offering a seated meal or buffet, we are able to accommodate any guests with food allergies or special dietary needs. We recommend having your guest contact us prior to the event to make arrangements if a special meal is required. Outside food and beverage is not permitted at The Architects Club with the exception of special occasion cakes. These must come from a professional baker with a food handler's license. Food provided by The Architects Golf Club is to be consumed within the time of event. Leftover food on a buffet is not permitted to be taken home due to certain liabilities.

## Plan Your Décor

Champagne linen table cloths and colored napkins of your choice are included in our packages.

The space will be available 1 hour prior to your event for set-up and decoration. If additional time is required, a \$25 per hour room fee will be charged.

Decorations must be approved by The Architects Golf Club. They cannot be attached to any walls or ceilings with nails, staples, tape or other substance. Confetti and glitter are not permitted. All decorations must be removed at the conclusion of your event.

**Never hesitate to call us with any questions during your planning process. We are here to help you have a successful and enjoyable event!**