

ALTO LAKES GOLF & COUNTRY CLUB

Menu Selection and Pricing

Special functions, meetings, menu and beverage requirements, must be confirmed in writing, with the Banquet Coordinator no later than two weeks prior to the actual date. No food or beverage may be brought onto Club property. All food and drinks (non-alcohol and alcohol) prices are subject to 5.5% NM State Sales Tax and a 20% service charge. Prices are subject to change with guaranteed pricing thirty (30) days prior to the function.

Function Fee

(REQUIRED FOR ALL GROUPS IN EXCESS OF 12 PEOPLE)

A 5.5% Sales Tax will be added to all equipment rentals and room charges

Spencer room (max occupancy 14 people)	\$ 75.00
Stag room (max occupancy 30 people)	\$175.00
Sierra room (max occupancy 50 people)	\$225.00
Sierra/Stag (max occupancy 80 people)	\$300.00
The Pavilion (max occupancy 300 people)	\$3000.00
Outside Ceremony	\$500.00
Patio Rental	\$500.00
(off season December-February)	
Outlaw (up to 60 people) non peek	\$500.00

Guaranteed Attendance

The guaranteed number of guests represents the minimum number for which you will be charged. The guaranteed number of guests is required 2 weeks (14) business days prior to the event. If a guaranteed number is not given at this time, you will be billed for the estimate or actual attendance, whichever is greater. Once the guaranteed number is given (2 weeks prior to the event), it may not be decreased.

Alcohol Consumption

Member Covenants to be responsible for the consumption of alcoholic beverages by member, guests, and attendees at the function. Club does not serve alcoholic beverages to minors as required by state law, and member assumes the duty to ensure observance of this state statute. Anyone without a valid picture ID will not be served. In the event Staff has reason to believe a guest or attendee has become impaired to the extent they should not drive, the host will prevent the person from leaving the function without assistance. The Member/Host acknowledges Club may refuse service to any guest or attendee or, at its discretion, discontinue service to all guests and attendees in the event of violation of any state law. Member shall remain liable for all amounts owed to the club and shall have no right to obtain a refund of any deposits paid to the club.

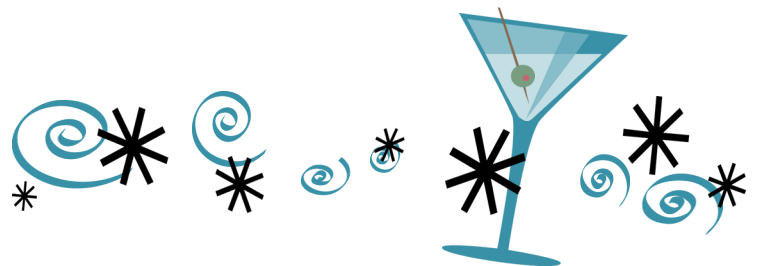
Cash Bar

\$300.00 per bar This includes Bar set up and one Bartender .Additional bartenders \$25.00 per hour. Minimum of 4 hours.

Cash Bar Policy

House wines and liquor will be used. Any special drink requests must be arranged by the banquet coordinator within a timely manner. All liquor and beverages consumed at Alto Lakes Country Club must be purchased from Alto Lakes Country Club. Bar services are limited to area secured for event. All Guest must have a valid picture ID.

NO EXCEPTIONS. NO ID NO SERVICE.



Banquet Policies & Guidelines

Banquet/Event Food

With the exception of wedding cakes or other special occasion cakes, all food consumed at Alto Lakes Country Club must be purchased from Alto Lakes Country Club. No leftover food may be removed from the clubhouse.

Banquet policy

All events and their entertainment will end no later than 11p.m. Last call will be given at 10:30. All patrons must exit the club facilities no later than 11:00 pm.

Contingency

The Member agrees to be responsible for any damages, breakage, burns, or theft that occurs during the period your event is held at the club. This contingency also covers all action of any photographers, florists, decorators or entertainers hired by you or your sponsored guest for an event. Alto Lakes Golf and Country Club will not assume any responsibility for any loss or damage of any merchandise or articles left at the club prior to, during or following any function. Club shall not assume responsibility for the security or any damages or the loss of any personal property or articles brought into the club, or for any item left unattended, or for damage which occurs in clubs parking areas.

Security

A security guard charge of \$45.00 per hour will apply to all events that have 100 or more guests or in events where guests will be having a cash bar. The number of security guards and or the need of a security guard will be at the discretion of the banquet coordinator. The Banquet Coordinator will make arrangements for the security officer.

Facilities fees

Per person \$2.50. Applied to all events.

Member and Guest Conduct

Member is responsible for conduct of member, guests, and any damages incurred to the clubs facilities due to their actions

Banquet Policy

Alto is responsible for setting up tables, chairs and linens according to agreed floor plan.

Entertainers: may set up between the hours of 11:30 am and 2:00pm the day of the event.

Decorations: nothing may be attached to the ceiling or walls without permission from the banquet coordinator. Glitter, confetti (of any kind), rice, open flames and sky lanterns are NOT permitted on the premises. Candles are permitted inside provided they have proper dishes to catch all candle wax.

Deposits for Events

A \$500.00 cash or check deposit is required at the time of booking to secure your desired event date. This deposit will be applied to the final billing invoice.

Cancellation Policy

All functions are subject to the following cancellation policy for deposits:
180 days or more 100% refundable
Less than 180 days 0% refundable





ALTO LAKES GOLF & COUNTRY CLUB

Available Services and Rental

Function Fee includes: 10 Round tables, 100 chairs, glassware and silverware for parties of 100 or fewer guests.

___ Large Round Table (includes 10 chairs, silverware, and glassware)	\$30.00 each
___ Cake Table (Draped and skirted small or large round)	\$17.00 each
___ Guest Sign In Table (Draped and Skirted)	\$17.00 each
___ Gift Table (Draped and skirted)	\$17.00 each
___ 85x85 Tablecloth (White, ivory, or black)	\$7.50 each
___ 72x72 Tablecloth (White, ivory, or black)	\$5.50 each
___ Table Skirting (White, ivory, or black)	\$15.00 per skirt
___ Cloth Napkin (White, ivory, or black)	\$1.50 each
___ White Spandex Chair covers	\$4.00 each
___ 100 Cake Plates (patron cuts own cake)	\$50.00
___ Cake cutting fee (includes 100 cake plates)	\$75.00
___ Champagne Flutes	\$1.00 each
___ Wine Glasses	\$2.00 each
___ Dance Floor	\$300.00
___ Wooden cross	\$125.00
___ Arch	\$125.00
___ Large Vases	\$10.00 each
___ Medium Vases	\$8.00 each
___ Small Vases	\$2.00 each
___ Mirror Tiles	\$ 1.50 each
___ Votive	\$0.50 each

Banquet Policies & Guidelines



ALTO LAKES GOLF & COUNTRY CLUB

NAME	Locations	Description	Total	Total W/ Tax
SOUND SYSTEM				
Pavilion	Pavilion	Concert sound system w/audio engineer	\$1,390.00	\$1,466.45
Patio	Patio	Concert sound system w/audio engineer	\$1,390.00	\$1,466.45
W/Outside band	Pavilion	Backline Rental	\$1,390.00	\$1,466.45
Bose System/Band	Anywhere	Small band/Musician	\$330.00	\$348.15
Bose System/Karaoke	Anywhere	Karaoke set up	\$265.00	\$279.58
Sierra/Stag	Sierra/Stag Rooms	Small Musician performance or PA speaking event	\$215.00	\$226.83
Spencer	Spencer Room	Small Musician performance or PA speaking event	\$215.00	\$226.83
Bluetooth Party Speakers	Anywhere	Background music -Outdoors/portable events	\$82.50	\$87.04
LIGHTING				
Concert Lighting	Pavilion	Concert lighting W/Engineer	\$760.00	\$801.80
Concert Lighting	Patio	Concert lighting W/Engineer	\$760.00	\$801.80
PROJECTION				
Video Wall 8'x5'	Pavilion	Display for presentation/Slide show	\$825.00	\$870.38
Video Recording	Pavilion	Video Recording of Event	\$2,480.00	\$2,613.30
Spencer Projector	Spencer Room	Projector for Zoom meeting/Speaking event	\$132.50	\$139.62
65" TV on Mobil Stand	Anywhere	Display for presentation/Slide show	\$100.00	\$105.50
Mobil Projector Cart	Anywhere	Projector for presentations/Slide Shows	\$132.50	\$139.79
Inflatable Screen/Projector	Outdoors/ Pavilion	Display for presentation/Slide show/Video Conf	\$330.00	\$348.15
Video Conferencing	Inside Rms	Video conference	\$265.00	\$279.58
A/V AMENITIES				
Video Recording	Pavilion	Video Recording of event or concert on stage	\$2,545.00	\$2,684.98
Simple Photo Booth	Anywhere	Photo Booth for events (Ring halo light, iPad and curtain Only) no background designs /or props	\$305.00	\$321.40
Stage Risers	Anywhere	Rental Placement	\$135.00	\$142.36
Podium/Lectern	Anywhere	Rental Placement	\$56.50	\$59.61
DVD Player	Spencer/Pav	Rental	\$56.50	\$59.61
Laptop	Anywhere	Rental	\$82.50	\$87.04





ALTO LAKES GOLF & COUNTRY CLUB

Member-By signing below, I have read and agreed to the event function details, pricing, and stipulations listed on pages 1-4. All contracts must be signed by member.

Member Signature

Event Planner Signature

ALG&CC Signature

Date

Date

Date

Member #



I have read and understand the policies involving Alto Lakes Country Club's event and facility usage agreement. I agree, as the responsible party, to the terms and restrictions of this agreement. I understand the fees and deposits that are required and the cancellation policy.

Contracted Sponsored Host Signature: _____

Host Signature: _____

Banquet Policies & Guidelines