

ALBEMARLE PLANTATION

2018

MEMBER EVENT GUIDE



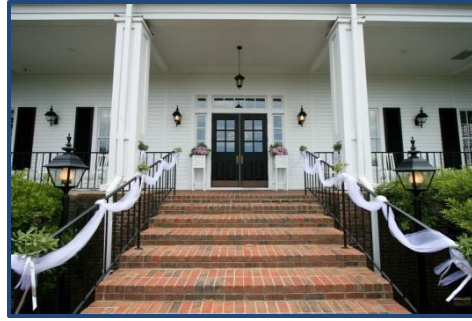
Thank you for considering The Clubhouse Restaurant at Albemarle Plantation for your upcoming event. Whether you are planning your dream wedding, a gathering of friends, family, or business associates, we can assist you in arranging all of the details necessary to create the perfect and special event.

The following pages will give you some guidelines and pricing information. If you have any questions please feel free to contact me directly by phone at (252) 426-2252 or by email at Events@AlbemarlePlantation.com

Sincerely,
Frankie Eason
Food and Beverage Manager



371 ALBEMARLE BLVD
HERTFORD, NORTH CAROLINA 27944
(252) 426-2252



The Clubhouse Restaurant at Albemarle Plantation is the most exquisite place for your daytime or evening wedding ceremony, reception, bridesmaid's brunch/luncheon or rehearsal dinner. And with the addition of the Albemarle Room, your business meeting and or small gathering would love the surrounding view in a quiet setting. With the breathtaking natural beauty of the Albemarle Sound and the Sound Golf Links as your backdrop, you will have the most beautiful views for your special day.

The Clubhouse Restaurant is an upscale, yet unpretentious venue with spectacular views from nearly every vantage point inside and outside. You and your guests will enjoy our southern patio and the Terrace Garden overlooking the Sound.

With multiple choices of banquet options prepared by our expert Chef, we can accommodate intimate gatherings from 8 guests to larger private events up to 150. Choose from delicious and simple Hors d' oeuvres selections, to succulent Carving Station options to full Plated Dinner Alternatives.

Your event can be sophisticated and elegant, natural and classy, or eclectically creative. Our setting suits your style.

We can also help coordinate Wedding Party Golf Outings at our championship golf course, the Sound Golf Links at Albemarle Plantation.

The Clubhouse Restaurant at Albemarle Plantation is regarded as one of eastern North Carolina's most gorgeous wedding ceremony and reception sites. Arrange a visit or tour to see it for yourself!



RENTAL FEES

A non-refundable deposit is required to secure any reservation and the amount will be deducted from your total bill at the time of payment, at your event.

Main Dining Room Rental (Weekends & Holidays)	\$ N/C (60 persons minimum – dining mandatory)
Albemarle Room Rental	\$ 25.00 (Waived if six participants dine)
Grille Room Rental	\$ 25.00 (Waived if six participants dine)
Terrace Garden Rental	\$ N/C
Large Tent (40' X 60')	\$ 300.00 (Labor)
Small Tent (20' X 20')	\$ 150.00 (Labor)
Side Walls	\$ 50.00 (Labor)
Globe Lights	\$ 50.00 (Labor)
Dance Floor (12x16)	\$ 50.00 (Labor)
Chair Rental	\$ N/C
Linens	\$ 15.00/10.00

Plus NC Sales Tax

All fees are for use at Albemarle Plantation facilities only.
Not available for personal use.



CONTACT FOOD & BEVERAGE MANAGER FOR PRICING
FRANKIE EASON
EVENTS@ALBEMARLEPLANTATION.COM
(252) 426-2252

Meal Guarantees

A meal guarantee is required 30 business days prior to date of the function. The client/host is responsible for the number guaranteed or the actual attendance, whichever is higher.

Food & Beverage Service

The sale and service of alcoholic beverages is regulated by the NC State Liquor Commission. The Clubhouse Restaurant at Albemarle Plantation is responsible for the administration of these regulations. It is Clubhouse policy therefore that liquor may not be brought onto the property from outside sources. Additionally, the Clubhouse Restaurant does not allow food to be brought onto the property, whether purchased or catered from outside sources, with the exception of wedding cakes.

Minimum Attendance

For all meal functions where guarantees are required, a minimum of 25 guests is required. If the minimum of 25 guests is not met; a \$75 labor charge will apply.

Damages

The “Client/Host” agrees to be responsible for any damages incurred to the premises, which includes all areas of the community, by the host, guests, independent contractors, or other agents that are under client/host party.

Food & Beverage Fees

All food & beverage pricing is subject to a 6.75% North Carolina State Tax and 18% gratuity.



NOTES



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