



Hillbrook

The Club at Hillbrook

Special Events Contract



14800 Hillbrook Drive Chagrin Falls, OH 44022

*Phone: 440-247-4940 * Fax: 440-247-4518*

www.clubhillbrook.com

Special Events

Whether you are planning an intimate garden party for 15 or a grand event for up to 300 guests, The Club at Hillbrook provides many options to ensure your event is memorable. Our professional event planners and culinary experts will customize your menu to please you and your guests. Hillbrook's living room, tavern, veranda, terrace, and pavilion provide a wide range of settings to choose from when planning your perfect event. Each has a unique feel, creating endless options.

Weddings

When Clevelanders think of weddings, they inevitably think of The Club at Hillbrook, one of the most beautiful and sought-after wedding settings in Ohio. The colorful gardens, vast woods, and beautiful views provide picturesque ceremony sites and create the perfect setting for your reception. Our team of event professionals will take the stress out of planning the wedding of your dreams, coordinating all the details, and assisting you every step of the way so that you may enjoy your special day.

The Club at Hillbrook ("Hillbrook") is a private members-only club located in Russell Township in Geauga County, Ohio. All private events must be hosted by or sponsored by a member. The member does not have to attend the function to be a sponsor. If you are not a member and have not been sponsored by a member, a membership must be applied for.

All special event packages include:

6 Hour Event Space Rental
(1 Hour additional with onsite ceremony)
Use of Enclosed Pavilion as Reception Space
Outside Terraces for Cocktail Hour
Teahouse or Back Lawn as Ceremony Locations

Staff

Bridal Attendant
Coat Check (if needed)
Bartenders
Valets
Wait Staff
Security

Tabletop

66 in Round Tables
Fruitwood Chivari Chairs
120 in White Linens
White Napkins
Silverware
Glassware

Extras

3 Gold Oil Votives per table
White cocktail hour linen
6 Low top cocktail tables
6 High top cocktail tables

While we want to offer you as much support as possible, we do always encourage the booking of a planner. Our team is here with you all day, helping in any way that we can but we want to make sure that you always have support from all angles throughout your event. When you have a planner, our staff can take extra care to make sure that your event runs seamlessly from the moment you and your guests step through the door, while your planner makes sure that you are taken care of to the highest level!

All above items are based on standard sizes and quantities, larger sizes and upgraded items are available at an additional cost and will be included as an "add-on".

The Josephine Package

\$170 inclusive of service charge
Tax not included: 6.75% Geauga County Tax

Bar

You provide the alcohol, we provide the wash
Open for the duration of the event

Lunch for Bridal Party

Turkey wraps and Assorted Fruit Platter
**Provided for up to 20 people*

Hors d'Oeuvres

Four Passed Appetizers
Two from package A, Two from package B
And
Fruit and Cheese Stationed Appetizer

Salad Choice of:

Mixed Greens with Julienne Vegetable
Chopped Romaine with Cucumber and Tomato
Bibb Salad with Strawberries and Candied Pecans

Entrees Choice of 2:

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc
Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce
Breast of Chicken with Artichokes and Pesto Vinaigrette
Pan-Seared Salmon with Lemon Thyme Beurre Blanc
Jerked Pork Tenderloin with Rosemary-Star Anise Reduction
10oz CAB Center Cut Sirloin with Horseradish Compound Butter
Vegetarian Napoleon (*automatically included, is not counted as one of the main entrees*)
All entrees served with hot rolls and butter

Starch

Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,
Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable

Haricot Verts, Asparagus

Kids Meal

Fruit Cup, Chicken Fingers and Fries \$20.95
**Kids 12 and under*

Dessert

Host to provide Cake
Coffee and Tea Station open all night

Vendor Meals

Josephine package includes a Pasta Buffet for up to 10 vendors
Includes Pasta w/ marinara, breadsticks, salad

Additional vendor pasta meals - \$19.95 per

Upgrades:

Same meal as guests - \$49.95 per vendor

Overnight Suites

The Burke Suite is included for the Bride and Groom the night of the wedding.
The Sherwin and Johnston are available for dressing rooms to the bridal party the day of.

-

*Additional getting ready only rooms are subject to a \$50 cleaning fee.
Six additional overnight guest suites are available by request for the wedding.*

Rental of all suites overnight - \$1,200.00

Ceremony

Includes ceremony location, ceremony chairs, and a one-hour rehearsal with the wedding party.
(Should a wedding book the day prior to your wedding, rehearsal arrangements will have to be made to accommodate both parties.)

\$1,500.00

Food Tasting

Food tasting will be done approx. 6 months prior to the wedding date and will include salads, 5 entrée selections, 5 starch options, and vegetables.
Vegetarian and Children options are available upon request.

***Tasting can include Bride and Groom plus 4 other guests and will take place
Wednesdays – Fridays between 12:00 p.m. - 4:30 p.m.***

Hours

Package includes 6 hours (7 hours if ceremony on-site), beginning when guests arrive.
Bride and Groom are permitted to arrive anytime throughout the day to begin getting ready.
If Bridal Suite is not yet available, other club rooms will be made available for use.

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based on item selected.
Items will be listed as an “add-on” on your proposal and all additional items not included in the package will be subject to a 23.5% service charge and applicable sales tax.

Allergies

Most of our entrees can be easily made gluten, dairy, and nut-free.
Please be sure to pass along special dietary needs when giving the final count.
An indicator must also be placed on their place card indicating allergies.

The Sherwin Package

\$190 inclusive of service charge
Tax not included: 6.75% Geauga County Tax

Bar

You provide the alcohol, we provide the wash
Open for the duration of the event

Lunch for Bridal Party

Mixed Green Salad with Julienne Vegetables and Balsamic Vinaigrette
Turkey, Chicken Salad and Roast Beef Wraps
**Provided for up to 20 people*

Hors d'Oeuvres

Five Passed Appetizers
Two from package A, Two from package B, One from package C

And

One stationed appetizer of choice

Appetizer station can be exchanged for additional passed appetizer selections

Salad Choice of:

Mixed Greens with Julienne Vegetables
Chopped Romaine with Cucumber and Tomato
Bibb Salad with Strawberries and Candied Pecans

Entrees Choice of 2:

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc
Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce
Breast of Chicken with Artichokes and Pesto Vinaigrette
Pan-Seared Salmon with Lemon Thyme Beurre Blanc
Oven Roasted Marinated Chilean Sea Bass with Citrus Vinaigrette
Jumbo Lump Crab Cakes with Creole Beurre Blanc
Jerked Pork Tenderloin with Rosemary-Star Anise Reduction
7oz Filet of Beef with a Cabernet Reduction
14oz N.Y. Strip Steak with Maître d'hôtel Butter
Vegetarian Napoleon (*automatically included, is not counted as one of the main entrees*)

Buffet and Duo platters available for upgrade

All entrees served with hot rolls and butter

Starch

Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,
Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable

Haricot Verts, Asparagus

Kids Meal

Fruit Cup, Chicken Fingers and Fries \$20.95

**Kids 12 and under*

Late Night Snack

Pepperoni and Cheese Pizza **OR** Soft Pretzel station for 50% of the guest count

Dessert

Host to provide Cake
Coffee and Tea Station open all night

Vendor Meals

Sherwin package includes a Pasta Buffet for up to 10 vendors
Includes Pasta w/ marinara, breadsticks, salad
Additional vendor pasta meals - \$19.95 per

Upgrades:

Same meal as guests - \$49.95 per vendor

Overnight Suites

The Burke, Sherwin, and Johnston suites are included for the night of the wedding.

-

Getting ready only rooms are subject to a \$50 cleaning fee.

Four additional overnight guest suites are available by request for the wedding.

Rental of all additional suites overnight - \$800.00

Ceremony

Includes ceremony location, ceremony chairs, and a one-hour rehearsal with the wedding party.
(Should a wedding book the day prior to your wedding, rehearsal arrangements will have to be made to accommodate both parties.)

\$1,500.00

Food Tasting

Food tasting will be done approx. 6 months prior to the wedding date and will include salads, 5 entrée selections, 5 starch options, and vegetables.
Vegetarian and Children options are available upon request.

Tasting can include Bride and Groom plus 4 other guests and will take place
Wednesdays – Fridays between 12:00 p.m. - 4:30 p.m.

Hours

Package includes 6 hours (7 hours if ceremony on-site), beginning when guests arrive.
Bride and Groom are permitted to arrive anytime throughout the day to begin getting ready.
If Bridal Suite is not yet available, other club rooms will be made available for use.

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based on item selected.
Items will be listed as an “add-on” on your proposal and all additional items not included in the package will be subject to a 23.5% service charge and applicable sales tax.

Allergies

Most of our entrees can be easily made gluten, dairy, and nut-free.
Please be sure to pass along special dietary needs when giving the final count.
An indicator must also be placed on their place card indicating allergies.

The Burke Package

\$210 inclusive of service charge

Tax not included: 6.75% Geauga County Tax

Bar

You provide the alcohol, we provide the wash

Open for the duration of the event

Lunch for Bridal Party

Mixed Green Salad with Julienne Vegetables, Balsamic Vinaigrette

Make your own Sandwich Deli Tray with an assortment of meats, cheeses, toppings, and bread

**Provided for up to 20 people*

Hors d'Oeuvres

Six Passed Appetizers

Two from package A, Two from package B, Two from package C

And

Two stationed appetizers

(Raw bar and caviar station available for additional cost)

Salad Choice of:

Mixed Greens with Julienne Vegetables

Chopped Romaine with Cucumber and Tomato

Bibb Salad with Strawberries and Candied Pecans

Entrees Choice of 3:

Stuffed Airline Breast of Chicken with Roasted Tomato Beurre Blanc

Herb Roasted Breast of Chicken with a Chardonnay-Mushroom Sauce

Breast of Chicken with Artichokes and Pesto Vinaigrette

Pan-Seared Salmon with Lemon Thyme Beurre Blanc

Oven Roasted Marinated Chilean Sea Bass with Citrus Vinaigrette

Chargrilled Mahi-Mahi with Brazilian Pineapple Sauce

Jumbo Lump Crab Cakes with Creole Beurre Blanc

Jumbo Shrimp and Scallop Brochette with a Garlic, Tomato and Basil Sauce

Jerked Pork Tenderloin with Rosemary-Star Anise Reduction

7oz Filet of Beef with a Cabernet Reduction

14oz N.Y. Strip Steak with Maître d'hôtel Butter

14 oz Delmonico Steak with Brandy Peppercorn Sauce

Roasted Rack of Australian Lamb with a Grain Mustard Reduction

Long Bone Veal Chop with a Port Wine Sauce

Vegetarian Napoleon *(automatically included, is not counted as one of the main entrees)*

****Buffet and Duo platters available for upgrade****

All entrees served with hot rolls and butter

Starch

Garlic Mashed Potatoes, Mashed Sweet Potato, Wild Rice Pilaf,

Herbed Cous Cous, Roasted Redskin Potatoes, Dauphinoise Potatoes

Vegetable

Haricot Verts, Asparagus

Kids Meal

Fruit Cup, Chicken Fingers and Fries \$20.95

**Kids 12 and under*

Late Night Snack

One late night snack option for 50% of the guest count

Dessert

Hillbrook to provide assorted Mini Pastries for 50% of the guest count

-

Host to provide Cake

Coffee and Tea Station open all night

Vendor Meals

Burke package includes Guest Meal for up to 10 vendors

Vendor selection must be chosen ahead of time and kept separate from guest meal counts

Additional vendor guest meals - \$49.95 per

Overnight Suites – All included

Seven overnight suites are available to the Bride and Groom, family, and guests.

All suites are included in the Burke package

Ceremony - Included

Includes ceremony location, ceremony chairs, and a one-hour rehearsal with the wedding party.
(Should a wedding book the day prior to your wedding, rehearsal arrangements will have to be made to accommodate both parties.)

Ceremony included in Burke Package

*If not having the ceremony on-site, you may add one additional hour to your package to total 7 hours for your reception.

Food Tasting

Food tasting will be done approx. 6 months prior to the wedding date and will include salads, 5 entrée selections, 5 starch options, and vegetables.

Vegetarian and Children options are available upon request.

Tasting can include Bride and Groom plus 4 other guests and will take place

Wednesdays – Fridays between 12:00 p.m. - 4:30 p.m.

Hours

Package includes 6 hours (7 hours if ceremony on-site), beginning when guests arrive.

Bride and Groom are permitted to arrive anytime throughout the day to begin getting ready.

If Bridal Suite is not yet available, other club rooms will be made available for use.

Add On

Any items on our menu can be added to any package for an upgraded cost. Price determined based on item selected.

Items will be listed as an “add-on” on your proposal and all additional items not included in the package will be subject to a 23.5% service charge and applicable sales tax.

Allergies

Most of our entrees can be easily made gluten, dairy, and nut-free.

Please be sure to pass along special dietary needs when giving the final count.

An indicator must also be placed on their place card indicating allergies.

Hillbrook Policies

Guarantees

At the time of booking a special event, an estimated number of guests is required. An actual number of guests is required no later than fourteen days prior to the event and may not be less than 90% of the original estimate. Event Host will be billed based on the actual guests or the estimated guest count, whichever is greater.

For Saturday events there is a 150 adult guest minimum May 1st through October 31st. For Saturday events hosted November 1st through April 30th there is a 100 adult guest minimum. There is a 100 adult guest minimum for Friday and Sunday events May 1st through October 31st.

Deposit and Payment Schedule

A \$2,500.00 non-refundable deposit is required to confirm your date.

Six months prior to your event a 50% non-refundable deposit of the estimated total cost of the event is due.

Fourteen days prior to your event your final count and non-refundable payment are due.

Any extra incidentals, corkage totals, etc. must be paid within 72 hours following the event.

Payments will be accepted in the form of personal, cashier or certified check. Checks should be made payable to **The Club at Hillbrook** and mailed to **PO Box 603 Chagrin Falls, Oh 44022**.

Service Charge and Sales Tax

All food, beverage, and corkage fees are subject to a 23.5% service charge and all Geauga County sales tax. The service charge is not a tip. The service charge may be used in whole or in part and subject to Hillbrook's sole discretion, to pay regular wages, overtime compensation, and or incentive compensation to various staff members engaged in the production and execution of the event. No gratuity is expected or required. Gratuities are solely at the Event Host's discretion.

Cancellations

In the event of a cancellation, all deposits are non-refundable.

Food and Beverage Policies

Hillbrook does not permit any outside food, except for specialty cakes or cookies, to be brought into the Club.

The health department prohibits us from allowing guests to take home food with the exception of licensed wedding cakes. This applies to all perishable food, including, but not limited to, entrees for guests unable to attend.

Menu prices are subject to change without notice; however, menu prices are confirmed thirty days prior to all events.

Hillbrook operates as a "bottle club", therefore; the Event Host is responsible for the delivery of alcoholic beverages to Hillbrook within 48 hours of the event. Corkage and set-up charges are included in package prices. Hillbrook has a "No Shots" policy. No cash bars. Beer kegs are not permitted.

The consumption of alcoholic beverages by persons under the age of 21 is strictly prohibited. Hillbrook is committed to protecting the welfare of our members, their guests, and the community. We reserve the right to request proper identification of any person consuming alcoholic beverages; refuse alcoholic beverage service if a person is under the age or cannot produce proper identification, refuse alcoholic beverage service at any time for any reason and to any person who is, in The Club at Hillbrook sole judgement, should not be served alcohol. Alcoholic beverages will be refused to guests who appear intoxicated.

Event Rentals and Services

Event Host must use Hillbrook-approved vendors unless prior written consent is obtained.

All rentals of equipment and services must be arranged and/or approved by Hillbrook. Fees for those rentals and services will be the responsibility of the Event Host and will be included in the event estimate where appropriate.

Personal Property

Hillbrook, its employees, and other affiliates will not assume responsibility for personal property, rented property, and equipment brought onto the premises. Damage to or loss of any merchandise/equipment, articles left at Hillbrook or unattended by the members of your event are not the responsibility of Hillbrook.

All personal property such as alcohol, decorations/flowers, signs/balloons by the road, etc. must be removed from Hillbrook no later than 11:00am the following day. After this time frame, unless pre-arranged with a Hillbrook Manager in writing, all items are subject to disposal at our discretion.

In the event items are left behind, Hillbrook will hold them for a maximum of one week from the date of the event. After this time the items will be discarded.

Security and Liability

Hillbrook reserves the right to control all functions. The Event Host assumes full responsibility for the conduct of their guests. The Event Host assumes full responsibility for damages, costs, or liabilities that result from your guests conduct.

Event Host will cause the event to be held in an orderly manner.

Hillbrook reserves the right to remove any person from our property who engages in disruptive, violent, profane, intoxicated, or abusive behavior.

Damages

Any loss, damage, or vandalism to the Club's premises or equipment will be charged to the Event Host.

Decorations

Decorations brought into the club may be delivered the week of the event and should be removed immediately following the event. No event materials or décor may be affixed to walls, floors, windows, doors, furnishings, or ceiling of the Club with nails, staples, tape, or any other substance without prior approval of a Hillbrook Manager. Candles are allowed if they are contained in a glass or other suitable container. No open flames are allowed. Hillbrook prohibits the use of glitter, confetti, or birdseed. Artificial floral petals can be used inside but real floral petals are to be used outside only.

Event Host must obtain the prior written consent of Hillbrook for the placement of any display on Hillbrook's premises or entrances and for arrangements for music, entertainment, and photographers.

Hillbrook reserves the right to reject any décor that may propose danger to its facility and/or guests and staff.

Event Host understands that Hillbrook is not responsible for providing any sort of centerpieces or decorations.

Dress Policy

All guests and attendees of events must be properly attired for the occasion. Denim and t-shirts are not permitted.

Smoking Policy

Hillbrook is a smoke-free facility. Smoking is only permitted in designated smoking areas outside.

Vendors

The Event Host is responsible for the management of all outside vendors.

Vendor meals are available for an additional cost, must be prearranged, and will be charged to the Event Host. Vendors will be served their meals *after* all guest meals have been served.

Vendors are required to provide all items and equipment that they may need.

Vendors must have all their belongings, equipment, decorations, etc. removed from Hillbrook property no later than one hour following the event end time OR, with the prior written approval from Hillbrook Management, between 8:00 a.m. and 10:00 a.m. the following morning.

Music Policy

Hillbrook Management will monitor noise levels and hours for music. Please review the following club policies regarding music for private events.

- 1) Unloading of equipment is permitted only in the service entrance; Club Manager will direct you to the designated parking place.
- 2) No music shall be permitted after midnight unless prior arrangements have been made with the club.
- 3) Maximum decibel level is 85, measured at the far end of the dance floor.
- 4) No sub-woofers permitted.
- 5) Musicians must monitor noise levels. A club staff member will be made available for soundcheck once the band is set up.
- 6) Should musicians exceed the decibel level as determined by the manager on duty, a warning will be issued. Should a repeat violation occur, power will be cut for the remainder of the event and the musician will not be permitted at Hillbrook for future events.
- 7) Club supplies 110v electrical outlets. Musicians are to supply any auxiliary equipment, including extension cords.
- 8) No friends/clients of musicians allowed on property, without prior management approval.

Additional Terms and Conditions

Event shall begin promptly at the scheduled time and the event room or area shall be vacated no later than midnight.

Event Hosts guests are not permitted to utilize areas not designated for the event.

Event Host will be charged appropriate cleaning fees when conditions require more than normal custodial care following their event.

Event Host accepts the premises in their "as is" conditions and acknowledges that Hillbrook has made no representations or warranties with regard to the suitability and/or condition of the premises.

Event Host agrees to provide some form of entrée selection at the guest tables when more than one entrée is being served to your guests. (i.e., F for fish, B for beef, V for vegetarian, etc.)

Event Host must assign guests to a specific table, open seating is not permitted when more than one entrée is being served to your guests.

Games of chance will not be permitted unless proper written legal permission has been requested and obtained from local authorities by the Event Host.

Hillbrook Pool is strictly off-limits. In any event that a wedding guest is found breaking and entering the pool area, the event host is subject to a trespassing fine. If any broken glass is found in the pool, requiring the pool to be closed for any amount of time, extensive fines will be forwarded to Event Host.

Acknowledgment

By signing this contract, I acknowledge that I have read, understand, and agree to the terms, conditions, and policies described in this Agreement, and that Hillbrook, its officers, employees, and other affiliates will not assume responsibility for personal property, rented property, and equipment brought onto the premise. The Club at Hillbrook does not assume responsibility for the custody or care of any personal items belonging to the lessees or guests prior to, during, or after an event.

All prices are subject to change without notice until 30 days prior to the date of the event. Upon signing this contract, the Event Host agrees to pay, in full, for any charges incurred. 50% of the estimated bill is due six months prior to the event dated and final payment in full is due fourteen days prior to the event. Any extra incidentals, corkage totals, etc. must be paid within 72 hours following the event.

I understand that The Club at Hillbrook requires a **\$2,500.00** non-refundable deposit to confirm the date of my event. I also understand that by canceling my reservation, all deposits are non-refundable.

(PLEASE PRINT)

Event Host Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone #: _____ Additional Phone #: _____

Primary Email Address: _____

Bride's Name: _____

Bride's Phone: _____ Bride's Email: _____

Groom's Name: _____

Groom's Phone: _____ Groom's Email: _____

Event Host Signature: _____ Date: ____/____/____

Sponsoring Member Signature: _____ Date: ____/____/____

Have you hired a Wedding Coordinator: [] Yes [] No

If yes, please list company and contact: _____

Event Date: ____/____/____ Estimated Guest Count: _____ Ceremony on Site: [] Yes [] No

Package Choice: [] Burke Package **\$210** [] Sherwin Package **\$190** [] Josephine Package **\$170**

How did you hear about us? _____

*Please make all checks payable to **The Club at Hillbrook**
and mail to **P.O. Box 603, Chagrin Falls, OH 44022***

For office use only:

Date deposit received: _____ Check #: _____ Amount: \$ _____

Notes: _____