



Orchard Hills

Country Club

2841 Niles Buchanan Rd. Buchanan, MI 49107
269-695-5991 /hospitality@orchardhillsc.com

Events Policies and Pricing

We have three rooms that comprise our Clubhouse: The main dining room, dance floor, and lounge. The main dining room is available at 10:00 a.m. on the day of your event. The dance floor and lounge are open after 3:00 p.m. Room setup and clean-up are included in your rental fee. Silverware, glassware, and china are included in the rental price for Orchard Hills Members (non-members, an additional \$7.50 per person). Linens are \$2.00 per person, which provides for tablecloths and napkins.

The rental fees are:

\$500.00 for under 50 guests

\$1,000.00 for under 100 guests

\$1500.00 for over 100 guests.

\$150.00 for private business meetings

\$250.00 for under 100 guests; \$400.00 for over 100 guests Memorial Ser deposit

\$2500 - \$3500; Wedding Ceremony: we have a beautiful scenic space for your outdoor ceremony. (See Wedding Coordinator for details.) additional equipment fees may apply.

Orchard Hills Country Club Membership is honored with a 25% discount on all rental fees.

Deposit, Payment & Cancellations

All rentals require a 20% non-refundable deposit. Orchard Hills Country Club will use your deposit to hold your date. Please make sure that all cancellations or postponements are in written form. Full clubhouse rental of 100 guests or more; payment must be paid in full 30 days before your scheduled event. Payments may be made by cash, check, or credit card (4% surcharge for credit card payments). A gratuity of 20% and sales taxes of 6% will be added to the final food and beverage bar bill.

All Cancellations must be made in written form 30 days before the event date. The initial 20% deposit is then forfeited. If the cancelation is made after the 30-day window. In addition, the client agrees to pay one-half of the estimated bills as calculated by the guest count.



Decorations

We do not permit affixing any materials to walls, floors, or ceilings with nails, tape, or other substances. We will happily work with your event to accommodate your decorating needs. Set-up and clean-up of decorations is the responsibility of the client. The use of confetti, silly string, or fireworks is prohibited. Bubbles are allowed outdoors only. Candles must be in a non-spilling and nonfire-threatening display.

Damages

Orchard Hills Country Club will hold the signing person responsible for damages incurred during your event, including theft and property damage or premises. Excessive clean-up will also be assessed.

Cake


Orchard Hills Country Club allows the use of an outside licensed bakery for your special cake or desired dessert. We will cut your cake for an additional charge of \$150.00.

Catering

Orchard Hills Country Club has an onsite licensed Kitchen, and our professional Chef prepares all food. Due to Michigan Food Health Laws, no food (except a cake and dessert) can be brought in and must be consumed on the premises. Our Chef and staff will assist you with your custom special menu. We provide catering services: Buffet, family style, and plated dinner.

Beverage


The bar will be open at the start of your event, with the last call at 11:00 p.m. **Orchard Hills Country Club maintains a zero-tolerance policy regarding violations of MLCC laws.** *Alcohol being brought in or minors being given alcohol may result in event termination and additional charges. We reserve the right to and will enforce MLCC laws to refuse service of alcoholic beverages to anyone appearing intoxicated and to close the bar at management's discretion. All persons of legal drinking age must supply valid identification when requested. Bar service will be closed for an hour during dinner service. If requested, the bar may stay open, and an additional fee of \$150 will be added to the bill. This must be known before the event in writing. The bar will reopen after dinner and use disposable glassware for the remainder of the event.





Room Rental Rules & Regulations

All persons and personal belongings must be removed from the building by midnight; the last call will be at 11:00 p.m. (or earlier). Orchard Hills Country Club and its employees are not responsible for supervising your guests. The client shall be liable to Orchard Hills for their guests' negligent acts or willful conduct, and the client agrees to pay for any property damage created thereby. Orchard Hills and its employees will not be responsible for any damages or loss of you or your guest's property. The client agrees to indemnify and hold Orchard Hills and its staff from any liability, loss, or damage, including reasonable attorney fees and court costs which it incurs as a result of the client's or the client's guests' negligent acts or willful misconduct or as a result of any damages to or loss of client's guests' property. Orchard Hills shall not be liable to the client for loss of profit or actual, consequential damages occasioned by its inability to perform any of its obligations under this agreement because of fire, strikes, war, civil disturbances, acts of God, unavoidable casualties, public carrier delays, inability to obtain necessary supplies or actions of public authorities. Orchard Hills reserves the right to approve and control all functions, including but not limited to the quality, style, and volume of entertainment customers book. All subcontracted services, including bands, disc jockeys, florists, etc., must contract and make arrangements with Orchard Hills before the event day. All subcontractors must provide their equipment; arrangements must be made with the manager before the event if tables are needed. Orchard Hills and employees are not liable for subcontractors and their equipment.



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2841 Niles- Buchanan Road
Buchanan, Michigan 49107**

**I/We agree to comply with all the terms and conditions of the contract, as well as
State and Federal laws and regulations.**

(Client) _____ **Date** _____

(Client) _____ **Date** _____

Date of Event _____ **Venue Rental amount** _____

(Manager)

Orchard Hills Employee

Date:

Contact Information for Signee(s)

Address: _____

Phone Number _____

Email _____

**Orchard Hills Country Club reserves the right to update/change any rental and house rules as OHCC and its
Board see fit. Please contact the manager for any revisions to the above rules and agreements.**