

Fox Den Bar & Grill

Catering Policies & Hall Rental Information

Hall Rental Options: Seated capacity: 150 Maximum capacity: 175

Basic Hall Rental – \$100 per hour

Includes:

- 2 hours minimum.
- Tables and chairs
- \$250 cleaning fee will be applied to renting party if the room is returned not clean.

Note: All setup and cleanup are the responsibility of the renting party.

Premier Hall Rental – \$1,000

Includes:

- Full-day use of the hall
- Tables and chairs
- China, flatware, and stemware (*enough for one set per person*)
- Setup and cleanup provided by staff
- \$500 damage deposit

Optional Add-On: White linens available for \$10 per table.

Signature Hall Rental (When Catered by Fox Den Grill)- Prices may vary

Includes:

- Full-day use of the hall
- Tables and chairs
- China, flatware, and stemware (*enough for one set per person*)

- Setup and cleanup provided by staff
- Two servers for your event
- All food prepared by our Team of Chefs
- \$500 damage deposit

Optional Add-On: Linens available for \$10 per table (color of your choice).

Special Offer:

- If your catering total reaches \$3,000 or more, hall rental is waived.
- If catering total is under \$3,000, hall rental is \$500.

Event Timing

- Access to the hall begins at 7:00 AM on the day of your event.
- The hall must be cleaned and vacated by 12:00 AM (midnight) Unless approved by the banquet coordinator.
- A \$100 per hour fee applies for each hour beyond 12:00 AM (1-hour minimum).

Damage & Cleaning Deposit

A \$500 damage and cleaning deposit is required at the time of reservation.

\$250 is refundable if there are no damages to the facility.

- \$250 of this deposit will be applied toward post-event cleaning services.
- The signee is financially responsible for any damage to the facility or its property, or for any missing items caused by guests during the event.

Payment Schedule:

Half of the total event balance is due one week prior to the event date. The remaining balance is due on the day of the event.

Decorations and Facility Guidelines

- All decorations must be approved by the Banquet Manager before use.
- Decorations must remain confined to the banquet room and the entry area to the room.
- Decorations are not permitted in any other areas of the clubhouse. The hallway and foyer are not part of the banquet room and must remain accessible to other patrons and staff.
- Use of tape, nails, or tacks requires prior approval.
- Adjustments to any audio/visual (A/V) equipment must be handled by WSGC staff.
- All decorations, equipment, and floral arrangements must be removed immediately after the event.
- **Prohibited items:** glitter, confetti, birdseed, or rice (use of these will result in forfeiture of the deposit).

Please note: The facility is over 80 years old and has no air conditioning, limited heating and restricted electrical capacity.

Menu, Headcount & Payment Deadlines

- Menu selections and headcount estimates are due 1 week (7 days) prior to your event.
- The final headcount is due 3 days prior to the event and considered a guarantee, it may not be reduced after submission.
- If no guarantee is received by the deadline, billing will be based on the guest estimate listed in your contract.
- All menu prices are based on buffet-style service unless otherwise noted.

Please note: Leftovers may not be taken home per King County food and safety regulations.

Alcohol Policy

Per Washington State Law and West Seattle Golf Course policy:

- No outside beer or liquor may be brought on-site.
 - A \$10 corking fee per bottle applies for outside wine.
 - All alcoholic beverages must be purchased and served by West Seattle GC staff who are Washington State MAST-certified.
 - Our facility does not allow outside banquet permits
-

Outside Caterers

- Any outside catering service must be completely self-sufficient.
 - Kitchen facilities are not available for outside vendors under any circumstances.
 - A \$300 outside catering fee will apply, or a \$500 fee if the caterer will be using the facility's dishware and silverware.
-

Beverage Service

(See Beverage Menu for Details)

We offer two bar service options:

1. Hosted Bar

- Billed based on total drinks consumed (cocktails, beer, wine).
- A food & beverage service charge and applicable taxes will be added.
- \$200 per bartender will be added to the bill.

2. No-Host Bar

- Guests purchase their own drinks on a cash basis.
- \$200 per bartender will be added to the bill.