



The Hannibal Country Club Banquet Contract

Hannibal Country Club is a full-service banquet facility, equipped to accommodate any occasion. We have formal, casual, and a grand ball room with a total seating capacity up to 200 guests. The professional staff of the Country Club welcomes the opportunity to host your wedding, rehearsal dinner, luncheon, business, or social event.

Facility Requirements, Contract and Fees

Hannibal Country Club is a member owned club, which requires a refundable \$600 damage deposit plus half of the event space rental fee at time of booking. This fee will be required for all non member events. Hannibal Country Club will abide by all written contracts. Cancellations must be made 10 days prior to the event. Any refundable deposit will be issued by check within 7 business days upon conclusion of the event.

Any personal property left at the club beyond 24 hours following event will become property of the Hannibal Country Club.

Cancellation- Cancellations must be made no later than 10 days prior to event. Cancellations made less than 10 days prior to event will forfeit space rental deposit.

Banquet and Private Dining Room Guidelines

Food and Beverages – These items must be purchased from the Hannibal Country Club, except for specialty cakes. The event manager will provide you with pricing based upon your food and beverage requests as part of your contract.

Guarantees – The client is required to give a final guest count 1 week before the event. This is the guaranteed guest count for which the food and beverage order and pricing is based. The client is obligated to pay for the final guest count given. A head count will be made on the day of the event and agreed upon between the event manager and the client to determine the final billing statement.

Gratuities – All food and beverage prices quoted are subject to a 20% gratuity charge and are in addition to the prices agreed upon.

Decorations – To enhance your function, arrangements for centerpieces and room decorations can be made through the event manager. You may also decorate yourself or hire an outside



source to assist in the process. Access to the facilities prior to your event is subject to availability and must be scheduled through the event manager. The Country Club reserves the right to approve all signage and will assist in the placement of decorations and signage.

Table linens – White or black tablecloths will be provided at a cost of \$5 per table for your event. You may choose another color at an additional cost. We must be notified no less than 2 weeks in advance with your color choice.

Outdoor tents – We have specific outdoor areas adjacent to our club house that are well suited for tents. They are located along our golf cart pathway, close to the 9th hole or over the back patio. Clients choosing this option will work with the event manager for delivery, set up and tear down times. The client will pay the tent vendor directly.

Table and chair rentals – If additional seating beyond current club ownership is necessary for the event, you may rent chairs on your own and have them delivered and arrange to have them picked up.

Music – All entertainers must plan with the club prior to set up. All inside music must stop at midnight and outdoor settings at 10 pm in accordance with the city of Hannibal Noise Ordinance.

Wedding services – Our facility may be converted into a wedding service atmosphere. Actual charges for set up and conversion back will be incurred.

Wedding cakes – Wedding cakes may be brought into the club with prior arrangements made between you and the event manager. We will gladly cut and serve your cake for a \$25.00 fee.

Damage policy – The cost of club property that is damaged, destroyed or removed from the premises by the meeting or banquet attendees will be assessed to the client. An assessment is necessary for damage to any club facility or property beyond ordinary wear and use that can reasonably be attributed to a meeting or banquet function. Clean up costs which are beyond that of a normal banquet function may also be assessed.



Room rental (nonmembers) fee

Ballroom 2-6 hours \$800
Garden room 2-4 hours \$600
Main dining room 2-4 hours \$700
Entire building 2-4 hours \$1500
50% nonrefundable deposit

Members room rental fee

Ballroom-2-4 hours \$300
Garden room 2-4 hours \$250
Main dining room 2-4 hours \$325
Entire building 2-4 hours \$800
No deposit required

EXTRAS

Additional hours-\$100 per hour
Decorations which require staff putting up-\$100
Unlimited tea-\$50
Rearrange furniture-\$100
Excessive cleanup fee-\$200

FOOD

\$20 per person minimum for non members
\$15 per person minimum for members
\$2 per person up charge for plated service
Open bar-20% gratuity will be added to bar tab

*Client signature*_____

*Event Manager signature*_____

*Club Manager signature*_____

*Date*_____