

Signature of Solon



On behalf of the staff at Signature of Solon Country Club, we would like to congratulate you on your upcoming event.

At Signature of Solon, we take great pride in providing an elegant 9,160 square foot ballroom, which overlooks our 18-hole championship golf course, three conference rooms, and our formal Signature Room for fine dining and special events.

From the initial planning to last minute preparations, Signature of Solon is committed to creating a memorable celebration for you and your guests.

The enclosed packet offers you a peek of possible menu items and options, beverage services and bar packages, and as well as various other specialties to select from at Signature of Solon. We take great pride in our style of personalized menus planning fabulous food, and great service. We would be delighted to meet with you and plan an event that suits your personal tastes.

For additional details and planning assistance, please feel free to contact the Signature of Solon event team to set up an appointment. It would be our pleasure to become part of your upcoming event.

Very Truly Yours,

David Ohmer

Event Specialist

(440) 498-3419-Direct Line

Catering1900@signatureofsoloncc.com



Signature of Solon

39000 Signature Drive - Solon, Ohio 44139

Phone 440-498-8888 - Fax 440-498-8979

www.signatureofsoloncc.com

General Information

General Information

Welcome to Signature of Solon Country Club! We Look Forward to Serving You & Your Guests. Our Staff Will Assist You in Every Possible Way To Make Your Event Memorable!

Deposits

Along with the Signed Contract, A Deposit is Required to Secure the Room. Room Charges Are Listed in the Event Packet. Additional Rooms May Require Additional Charges. All Deposit Amounts Will be Deducted From the Final Invoice Total. Certain Events Will Require an Additional \$250.00 Maintenance Fee Based on the Usage of the Room.

All Deposits Are Non-Refundable

Final Guest Counts & Payments

We Require that the Client Provide a Guaranteed Guest Count No Less Than Five (5) Business Days Prior to Your Event.

The Client Will Be Billed for the Total Number of Guests Submitted at That Time With the Exception of Any Additions.

Final and Full Payment is Due (72) Hours Prior to the Event.

Signature of Solon Accepts Payments in the Form of Visa, MasterCard, American Express, and Checks

Cancellations

If the Arrangements for This Function Are Cancelled, a Cancellation Fee Will be Charged Consisting of a Percentage of the Total Anticipated Revenue. This Fee is Determined by the Following Guidelines Based on Food, Beverage, and Room Rental on the Proposed Amount or Written Proposal

0-60 Days- 100%

60-120 Days- 50%

More Than 120 Days- 25%

All Deposits Will Be Forfeited

Service Fees & Taxes

A 20% Service Charge & Applicable Sales Tax Will Be Added to All Food, Beverage, and Audio Visual, and Miscellaneous Rentals Ordered Through the Catering Department.

Food & Beverage

All Federal, State, and Local Laws with Regard to Food and Beverage Purchases & Consumption Are Strictly Adhered to. All Food & Beverage Must be Purchased Through Signature of Solon Country Club. Food & Beverage May Not Leave the Building

Lost Items

Signature of Solon Country Club is Not Responsible Any Loss of Material, Equipment, or Personal Belongings Left in Unattended and/or Unsecure Rooms or Areas. Signature of Solon Country Club Accepts No Responsibility for Goods Shipped to the Club Prior to Scheduled Functions, or Left After a Function is Complete.

Décor Limitations

Signature of Solon Will Not Permit the Affixing of Any Items to the Walls, Floors, or Ceiling with Nails, Tacks, or Staples. Please Inquire with the Catering Department for Assistance in Displaying of All Items

For All Additional Questions, Please Contact David Ohmer, Your Events Specialist, at

440-498-3419 or

catering1900@signatureofsoloncc.com

Miscellaneous Costs

Coat Check.....Complimentary

Cake Cutting Fee.....\$1.5pp
Signature of Solon will Slice, Plate, and Serve Cake to Your Guests

Valet Parking Can Be Offered For Your Guests At An Additional Cost

100 Guests Or Less.....\$250.00
101-250 Guests.....\$350.00
251-350 Guests.....\$450.00
351-450 Guests.....\$550.00
451+ Guests.....Inquire For Pricing

Security Is Required For All Events Offering Alcohol.

We Proudly Employ Solon Police Officers.

1 Officer Required for 1/2 Ballroom Event.....\$195.00

2 Officers Required for Full Ballroom Event.....\$390.00

1/2 Ballroom Room Fee.....\$500.00

Full Ballroom Room Fee.....\$1,000.00

Non Ballroom Event Room Fee.....\$250.00

Ceremony Charge*.....\$1,000.00

There is an Additional Cost for the Required Outdoor Ceremony Chairs

Portable Non-Ballroom Dance Floor.....\$300.00

At Signature of Solon You Have Your Choice Of Complimentary Linens. An 85 Inch Square Cloth In White, Ivory, or Black. Choose To Upgrade To A Double Linen For An Additional \$5.00 Per Table

Also At Signature of Solon We Offer Complimentary Napkins In A Variety Of Colors To Select From

Mirror & 3 Votive Candle Centerpiece.....Complimentary

Guest Tables Are Available In A 60-Inch Round Which Comfortably Accommodates Eight Guests and/or A 72-Inch Round Which Comfortably Accommodates Ten Guests

Pricing is Subject To Change

Outside Catering

Signature of Solon Country Club Does Allow Outside Caterers for Specialty Cuisine Only. Those Include and are Limited to Indian and Kosher Catering.

There is an Outside Catering Fee of \$25.00 Per Person. With That Fee, Signature

Will Provide the Following:

Set-Up of the Room

All In-House Tables Required for Your Event

Signature Ballroom Chairs

Standard Table Linens

Napkins

All Service Staff Required

Bartenders

All Service Ware

Bar Glass Ware

Assistance with Your Selected Caterer

Complimentary Mirror and Votive Candle Centerpieces

Tear Down and Clean Up of the Event Room

Dietary Restrictions

Here at Signature of Solon Our Executive Chef Can Accommodate any of Your Dietary Restrictions For You and Your Guests. Please Inform Your Catering Director On Any Special Requests One Week Prior to Your Event, and We Will Be Happy to Prepare a Special Entrée For Those Guests. Dietary Restrictions Include, But Are Not Limited To:

Vegetarian

Vegan

Gluten-Free

Peanut, Shellfish, and Other Allergies

Lactose Free

Presentation / Audio & Visual Equipment

Easel Only.....	\$10.00
Flip Chart & Markers.....	\$25.00
Dry Erase Board.....	\$20.00
65" LCD T.V. With Extension Cord, VGA Cable, & Power Strip.....	\$175.00
Portable Projector With Screen, Power Strip, Extension Cord, & VGA Cable.....	\$175.00
Additional Portable Projector.....	\$125.00
Portable Projector Screen.....	\$25.00
Power Strip, Extension Cord, & VGA Cable.....	\$25.00
Additional Power Strip.....	\$5.00
Additional Extension Cord.....	\$5.00
Additional VGA Cable.....	\$10.00
Ethernet Cable.....	\$5.00
Conference Phone.....	\$50.00
1/2 Ballroom (1 Projector & 1 Drop Down Screen).....	\$200.00
Full Ballroom (2 Projectors & 2 Drop Down Screens).....	\$400.00
Podium & One Handheld Wireless Microphone.....	\$75.00
Each Additional Handheld Wireless Microphone.....	\$40.00
Lapel Microphone.....	\$100.00
Podium Only.....	\$50.00
Portable 40" Television With DVD Player.....	\$100.00
Power Point Presentation Remote.....	\$20.00
Staging	
1 to 4 Pieces.....	\$250.00
5 to 8 Pieces.....	\$350.00
9 to 12 Pieces.....	\$450.00
13 or More.....	\$550.00

Staging Includes Skirting & Stairs

Directions To Signature of Solon

39000 Signature Drive
Solon, Ohio 44139
Phone: 440-498-8888
Fax: 440-498-8979
Website: signatureofsoloncc.com

From Downtown Cleveland:

I-77 South Towards Akron. Take I-480 East To Route 422 East.
Take Route 91 (South) Exit, Solon.
Turn Right and Follow To Aurora Road, Route 43 (East)
Turn Left On Aurora Road. Pass Liberty Road, Then Pettibone Road.
Signature of Solon Is On the Right Hand Side

From The East Side Area:

271 South to Route 422 East. Take Route 91 (South) Exit, Solon.
Turn Right and Follow to Aurora Road, Route 43 (East).
Turn Left On Aurora Road. Pass Liberty Road, Then Pettibone Road.
Signature of Solon Is On the Right Hand Side

From The West Side Area:

480 East to Route 422 East. Take Route 91 (South) Exit, Solon.
Turn Right and Follow To Aurora Road, Route 43 (East)
Turn Left On Aurora Road. Pass Liberty Road, Then Pettibone Road.
Signature of Solon Is On the Right Hand Side

From The Akron Area:

Route 8 North To 271 North To 422 East, Exit 27A
422 East To Route 91 Exit, Solon.
Turn Right and Follow To Aurora Road, Route 43.
Turn Left On Aurora Road. Pass Liberty Road, Then Pettibone Road.
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Visit Us At:

www.signatureofsoloncc.com

Recommended Vendor List

Cakes

Cakes By Kathy, Kathy 440-498-1923
The White Flower Cake Shoppe 216-514-2253
Michael Angelo's Bakery 440-526-0499
Flour Girl, Bridget Thibeault 216-320-1450
Casa Dolce Fine Italian Bakery 440-473-0660

Flowers

Lowe's Florists, Sue Bernhard 440-543-5123
Louise Gambatese 440-473-1705
Daisy Hill Greenhouses, Beth 440-247-4422
Pieter Bourterse Studio 216-765-0700
Aurora's Florists Country Owl, 330-562-6342
Al Wilhelmy Flowers, Albert 216-941-6900
Creative Floral, Steven Tokar, 440-255-6364
Something New, Joseph A. Mineo 330-702-8777
Creations by Lynn, Lynn Zmich 440-574-6218
Plantscaping Bloom, Arnie Klein 216-367-1200
Heather Lily, Heather Thomas 216-862-2864
Lynda Loren 440-477-4546

Entertainment

Rock the House, Matt Radicelli 440-232-7625
Soundtastic Enterprises, Alex Foster 304-727-9562
TKO Entertainment, Ted 440-243-1350
Backstreet, Judy Chevrolet 216-409-9949
Jerry Bruno Productions 440-734-6601
Champagne Entertainment, Jerry Praizner 440-519-9990
Dynamic Duo 440-823-7836

Candies / Chocolates

Fantasy Candies, Joel Fink 440-461-4511
Bits of Bark / Chocolate Falls, Beth 216-570-0333

Linens & Event Rentals

L'Nique Linens 216-986-1600
Lasting Impressions 216-591-1177
Party Décor, Alina 216-375-2034

Ice Sculptures

Elegant Ice 440-717-1940
Olmsted Ice 440-235-8411

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Recommended Vendor List

Consultants / Event Planning / Decor

Party 411, Sherri Foxman 216-514-8411, www.party411.com

Valarie Kirkbride, Wedding Consultant 216-288-4325, www.kirkbrides.com

Melissa Miller, Event Planning & Marketing 216-695-8756, Melissa@momentumcleveland.com

Balloon Crew 216-341-5100, www.ballooncrewinc.com

Party Décor, Alina 216-375-2034, www.party-décor.com

Photographers

Image Photography, Robert Pruszynski 440-286-9076

Christopher Norris 440-237-0008

New Image Photography 888-444-FOTO

LCD Photography, Dave 440-257-5392

Jon Squire @ Beck & Co. 216-514-3900 or Studiobeck.com/portraits

AJF Photography, Andy Fiala 330-665-9350, ajfphotography.com

Cavanaugh Photography 440-843-4554, cavanaughphotography.com

The Positive Negative Photography, Ruth DeCurtis 440-953-0205, rdecurtis@mac.com

Hotel Accommodations

Springhill Suites Marriott

30100 Aurora Road

Solon, Ohio 44139

440-248-9600

Contact: Michael Levick

For Preferred Rates

Solon Hampton Inn

6035 Enterprise Parkway

Solon, Ohio 44139

440-542-0400

Contact: Ewa Antonczyk

The Bertram Inn

600 North Aurora Road

Solon, Ohio 44139

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