

Banquet Policies

Non Member Sponsored Events

All non-member events must be sponsored by a Red Run Golf Club member in good standing. A letter of this pledge is required in order to secure any date.

Deposits and Payments

A non-refundable deposit of \$250(day)/ \$500.00(night) is required to confirm the final date for sponsored functions. Additionally, an amount representing 90% of the estimated final bill is required for all functions over \$5000.00, one (1) week prior to the event. Both of these payments are applied to the final total.

Booking Procedures

To insure the accurate communication of information, you will work with the event coordinator while planning your event. Your event coordinator must be notified of meal selection, approximate number of guests, room arrangements, equipment requests and all details a minimum of four (4) weeks prior to your event.

Event Cancellation

All cancellations will forfeit the paid initial deposit or be charged the initial deposit for immediate payment. Additional charges apply according to the following schedule:

120 days to 45 days, deposit & 25% of estimated revenue

44 days to 30 days, deposit & 50% of estimated revenue

29 days to 10 days, deposit & 75% of estimated revenue

9 days or less, deposit & 100% of estimated revenue

Guest Guarantee

A guaranteed number of guests is required no less than one (1) week prior to the event. All charges will be based on this amount or the actual amount served, whichever is greater.

Additional Fees

Michigan State sales tax of 6% and a gratuity of 20% will be added to all food and beverage items only.

A room set-up fee of \$2.50 per person will also be added to every event of 50 or more persons. Every sponsored event under 50 persons is subject to a minimum service fee of \$50.00

Menu Selection

In order to service you and your guests efficiently, entrée selections must be determined at least 7 business days prior to your event for groups over 20 people. There are no additional fees for offering up to 2 different menu selections for your guests. Limited menus are available for groups under 20 people. Every attempt will be made to honor all special dietary requests.

Dress Code

A collared shirt is required for gentlemen at all events held at Red Run Golf Club. Please inform your guests of this policy. NO JEANS/DENIM WILL BE PERMITTED, NO EXCEPTIONS.