

BUR-MIL CLUBHOUSE MEETING AND EVENTS CENTER

5834 Bur-Mil Club Road GSO, NC 27410

Large Terrace



Banquet Room



Lake Room



Cedar



Schedule tours and
check available dates

Sydney Cunningham
Clubhouse Event Coordinator

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www.guilfordparks.com

Bur-Mil Clubhouse Offers Rental Space for:

- *Meetings*
- *Workshops*
- *Seminars*
- *Company Picnics*
- *Weddings*
- *Receptions*
- *Anniversaries*
- *Bridal Showers*
- *Birthdays*
- *Baby Showers*
- *Family Reunions*
- *Class Reunions*
- *Church Banquets*
- *Luncheons*
- *Holiday Parties*
- *Retirement Dinners*

Renting Process

336-641-2016

(clubhouse line)

- ◆ Call to see if your date is available.
- ◆ Set up a tour **by appointment** Monday-Friday, 8am-4:30pm to view the space(s) and obtain information.
- ◆ Dates are not held without a contract. Rentals are first come first serve, and booked within the calendar year.
- ◆ When you are ready to secure a reservation, we will collect more information, then email a lease agreement via Simpligov (*electronically*).
- ◆ You will have 5 days to review, sign & pay the **non-refundable deposit:\$200**. Renters can call in with a credit card over the phone, or mail a check made to **Guilford County Parks**. *Checks are not accepted within 30 days of the event date.*
- ◆ Confirmation & receipt will follow, via email. Details will be confirmed including guest count, event times, room layout and welcome sign (*within 3-4 weeks prior to event date*)
- ◆ Full Balance is due 30 days prior to the event date

Cancellations

A 90-day written notice of cancellation is required (form *to be submitted on Guilford County Parks.com*) for all events, in order to receive a refund, minus the \$200.00 deposit. The \$200 deposit is never returned if you cancel. No refunds are given if you cancel in less notice than above.

Cost Estimate & Final Payment

There are 3 standard fees associated for all event rentals: 1. Room rental fee 2. Clean-up/set-up fee, 3. Event host fee. *Additional fees may include: bar service fees & AV fees.* The rental lease agreement is a cost estimate based on the information you provide us at the time of the reservation. **The balance due must be paid 30 days prior to the event date.**

Decorations

No decorations can be attached to the walls, floors, or ceilings—no command strips, tacks or tape of any kind are allowed. Glitter, confetti, sparklers, fireworks and canned string are not permitted. Bubbles and birdseed are allowed outside only. No fog machines are allowed. **Open flames including all candles, are not permitted, with the exception of Sternos under buffet dishes.** Our rental includes furniture and use of the kitchen. All decorations, linens, cutlery, plates, cups, napkins, serving utensils, food, alcohol and buffet dishes are brought in by the renter. **All decorations, food and catering equipment must be removed before you leave.**

Room Preparation

Tables and chairs inside the Clubhouse are included & set-up by our staff before your event based on a layout agreed upon in advance. You are responsible for renting chairs for the Terrace. Bur-Mil has **60" round tables** that seat 6-8, **48" round tables** that seat 4-6, **8' & 6' rectangular tables**, **high-top cocktail tables**, **sq. card tables** and **skinny conference tables**. Our chairs are gray upholstered stack chairs. You can arrive as early as 8am to set up. **All events are required to end by 11 pm.** An hour is given for clean up after every event.

Liability

You cannot have more people in the room(s) than fire capacities allow. Your final guest count is required a week prior to your event. Any damage to the Clubhouse caused by you or your guests will be invoiced to you after the event. Bur-Mil is not responsible for any personal property, food or equipment brought to or left at the Clubhouse. No Bur-Mil furniture can be taken outside.

Parking

No parking in front of clubhouse! (*other than load in/load out & drop off*) Parking is located at golf.

Bar Service

If a renter wants alcohol served, Bur Mil **MUST** provide the licensed bartender for \$30/hr. You will be billed for the bar staff to arrive one hour earlier than your service time to set up and leave half hour later than your service ends for clean up. **No cash bars. No outside bartenders.** The renter is responsible for providing all alcohol, cups, napkins & supplies for the bar. An additional flat bar fee of \$200 includes: Ice, a rolling bar unit, all ABC permits, bar set up & clean up. If you are serving liquor and have more than 85 guests or If you have more than 100 people, 2 bartenders will be required. Bar fee plus bartender fee total as follows:

Service Time	3 hours	4 hours	5 hours
1 bartender	\$335.00	\$365.00	\$395.00
2 bartenders	\$470.00	\$530.00	\$590.00

NO BROWN BAGGING OR BYOB

Room	Dimensions	Sq. Footage
Banquet	37' x 52'	1,924
Banquet & Triple Crown	37' x 87'	3,219
Triple Crown	37' x 25'	925
Lake	20' x 75'	1,500
Oak	34' x 23'	782
Training	24' x 36'	864
Guilford	24' x 35'	840
Cedar	35' x 48'	1,680
Porch	20' x 84'	1,680

ROOM FEES

1.Room rental rates

<u>Monday Thursday & Friday before 2pm</u> All events must end by 11pm, out by 12am				<u>Fridays after 2pm , Saturdays, Sundays</u> All events must end by 11pm, out by 12am		
	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-12am	Full-Day Base Rate 8am-12am	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-12am	Full-Day Base Rate 8am-12am
Banquet	\$130	\$175	\$220	\$400	\$465	\$500
Banquet & Triple Crown	\$230	\$295	\$360	\$640	\$725	\$800
Oak (with banquet or lake rental only)	\$70	\$90	\$110	\$165	\$195	\$225
Lake	\$110	\$145	\$180	\$305	\$360	\$400
Training or Guilford	\$80	\$100	\$120	\$175	\$205	\$235
Cedar	\$110	\$145	\$180	\$290	\$345	\$400
Screened Porch	\$70	\$80	\$90	n/a	n/a	\$165
WEDDING PACKAGE Monday-Sunday \$1900 8am-12am Events must end at 11pm	All weddings of 75-200 people. Includes Banquet & Triple Crown, Oak & Lake rooms with Training room for dressing (if available) and use of large terrace for ceremony if desired. The Guilford room can be added for additional dressing room (if available) for \$100. Includes clean up fee, host fee, use of kitchen, easels, audio visual equipment (TV's PA system, microphones) free Wi-Fi, and all tables and chairs set up. Also includes the weekday before if available, 8am-5pm for set up, drop-offs and rehearsal ONLY. Does not include tablecloths, outdoor chairs, decorations, food, alcohol, or bartender.					

- In order to use the large Terrace, both Banquet & Lake Rooms need to be rented.
- In order to use the small Terrace, both Cedar Room & Porch need to be rented.
- Porch only rentals: 8am-8pm only. **No Heat or A.C. (ceiling fans only)** Includes 5 large picnic tables, 12 rocking chairs-Porch furniture cannot be moved. No access to inside clubhouse except for public bathrooms (\$165).

OTHER CHARGES

2. Clean up/Set up fee (Food information)

Renters are welcome to bring in any food ,or have any caterer or restaurant drop off food for the event. If the caterer will be coming onto the property to set-up and/or serve food throughout the duration of your event, you will be subjected to a 10% food & beverage fee. Also, the caterer will be required to complete the Guilford County vendor agreement. Our event kitchen consists of a large refrigerator, ice machine & microwave. Keep in mind there are no ovens in the kitchen, only warming trays. If you use the kitchen, you are expected to leave it clean like you found it. This includes cleaning the trays in the warming oven. **You are responsible for clearing your tables of all your trash and placing it in the trash cans we provide. You must remove all food and catering equipment before you leave.** The Event Host will pull the trash bags and get them to the dumpster. Trash cans & liners are provided. There is a clean-up fee based on your guest count:

# of People	1-25	26-50	51-100	101-200	201-300
Amount	\$25	\$50	\$75	\$125	\$200



Guilford Room



Training Room

3. Event Host Fees

Event Hosts are scheduled to work based on when you/your vendors need access to the building. The venue will not be opened before the "renter enter" time on your addendum. Bur-Mil requires an Event Host after 5:00 p.m. on weekdays and all hours of rental on weekends. This fee is **\$15.00** per hour. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) ***You will be billed for the host to arrive one hour earlier than your requested arrival, and leave half hour later than your departure so they can open/prepare & secure/close the building.*** The Host will be in the building and available throughout your event & remain until all guests have left.

Equipment Rental Rates (optional)

LCD Projector with Screen /TV	\$25.00 per use per day
PA System with microphone	\$50.00 per use per day
Podium with built-in speaker and microphone	\$50.00 per use per day

Tablecloth Linens

Linens are not provided by the venue. Renters are welcome to bring in their own linens, chair covers etc. Or rent from any local vendor.

Linen Sizes

60" Round = 120" (floor-length) or 90" (lap)	48" Round =108"(floor-length)
6' Banquet = 90"x132"(floor-length), or 54"x132" (lap)	8' Banquet =90"x156"(floor-length), or 54"x120"(lap)
Cocktail ("high-top")=108"	Picnic Tables =54"x120"

Capacities

Keep in mind that these are MAXIMUM capacities. If other furniture is needed in the room (buffet, cake, gift tables, dance floor, bar, etc.) or activities will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people.

Room	Classroom	Theater	Horseshoe	Banquet	No seats! Reception
Banquet	72	200	64	120	275
Banquet & TC	100	325		216	460
Lake	60	150	68	96	210
Oak	28	80	28	48	110
Training	28	80	28	48	110
Guilford	28	80	28	48	110
Cedar	56	130	56	112	240
Porch				60	130

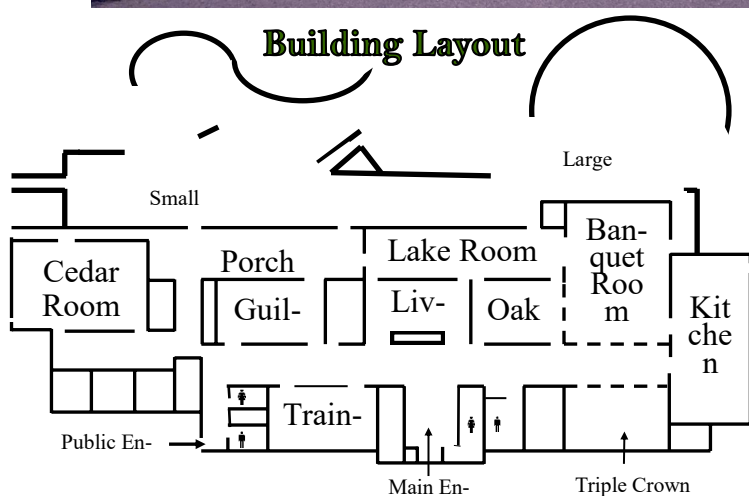


Portico



Porch

Building Layout



Banquet