
Our Event Policies

GENERAL STANDARDS:

Reservations cannot be made without a sponsoring Member of Old Overton Club.

Dress Code: In general, country club casual attire is permitted in all areas of the club. It is expected that members will choose dress in a fashion befitting the surroundings and atmosphere provided in the setting of the club. Denim is allowed but must be in good order. Frayed or tattered denim regardless of the cost of the denim product will not be permitted. Denim is not allowed to be worn on the golf course.

The following are some specific guidelines:

Men must wear a collared shirt and it must be tucked in at all times, except for Tommy Bahama style and dress button down shirts. These two style shirts may be worn untucked.

V-Neck and tennis style tee shirts are allowed for Men in the Mixed Grill and Men's Grill except during dinner hours.

Tank tops for men are not permitted.

Workout, Fitness or Tennis attire may not be worn in the Main Dining Room. It is permitted at the Mixed Grill and all patio areas including the main clubhouse patio.

Hats are not permitted to be worn inside the clubhouse.

Management asks that you review these policies with your guests and tenants. The dress code standards of the club may be modified by management from time to time for special activities and functions. Management also reserves the right to determine whether certain attire is appropriate or not.

Old Overton is a non-smoking facility. There are designated areas outside the Club for your guests to smoke.

The Men's Locker Room is restricted to Members only, unless otherwise approved by the Director of Catering & Events. Designated restrooms are available both upstairs and downstairs for Ladies and Gentlemen.

Fire Code Laws require telephone operation to be manned if more than 12 person occupy the building.

Facility Charge: As a part of the cost of the function, there will be an added facility charge of twenty two percent (22%) of the food and beverage cost, plus where applicable, a ten percent (10%) sales tax imposed by the state of Alabama.

BEVERAGE SERVICE:

Any donated beverages must be approved by Old Overton Staff. Donated Beverage (Alcohol & Non-Alcohol) is subject to a \$12 per person corkage fee.

Champagne & Wine are priced from the Wine List. If a different choice is requested, the price will be adjusted according to current price list and availability.

Bartender: A bar is required for each 75 guests. A fee of \$150.00 per bartender will be charged.

The Club Employees will not serve alcoholic beverages to minors or anyone who seems intoxicated in order to comply with all federal, state and local laws.

If Food or Alcoholic Beverages are not sold, there will be a room fee for the Club's facilities. See Fees & Minimums page.

FOOD SERVICE:

There is a food and beverage minimum of \$1,500 for nights that the club is not open for dinner service.

Cakes may be brought in from an outside bakery. Cake stands must be provided by the person using the Club. Cake cutting knives are available upon request. A Cake Cutting fee will be charged at \$1.00 per person.

Making selections from the regular dining room menu does not lend itself to efficient service. Menus must be set and confirmed with the Director of Catering & Events one week in advance. Weddings and larger parties will require the menu to be set and confirmed two weeks in advance and an official headcount one week in advance.

A Guaranteed Reservation Figure is required one week prior to the Event and this will be considered your minimum guarantee.

FACILITIES & DECOR:

Linen, Glasses, Silverware, Plates, Silver Punchbowls, etc. will be provided by Old Overton Club. Functions that exceed the recommended maximum capacity may require rental of certain items and will be charged at appropriate prices.

Rentals of linens, chairs, props, glassware, audio-visual equipment or tents will be provided upon request and charged at appropriate prices. Rental chairs & glassware, may be required for sit-down events of 100 or more persons. A 10% surcharge will be applied to all rentals.

Removal or Relocation Old Overton's Furniture will be subject to a \$500 fee.

Flowers and/or Other Decorations must be provided by the person using the Club. Old Overton recommends that your florist contact management personally concerning set-up. All decorations must be removed night of the event otherwise there will be a clean-up fee of \$200. Old Overton will not assume responsibility for the damage or loss of any merchandise left in the Club prior to or following a function. If your florist requests to use our ladders to decorate, Old Overton will NOT be liable for any injury that may occur. Due to limited storage space, flowers MUST be delivered on day of function unless otherwise approved by the Director of Catering & Events. PLEASE no glitter or confetti to decorate tables.

Musical Entertainment may be provided by the person using the Club. Our staff will provide a listing of groups to be contacted upon request. All bands/DJ's must end by 11:00 p.m. if located inside, and 10:00 p.m. if located outside. It is recommended that the musician or group representative contact management prior to the event regarding power requirements, setup, etc. Music with profanity is prohibited. A dance floor is optional. Use of the Club's dance floor will require a \$400 rental fee.

Birdseed, Rice, Potpourri and Rose Petals are not permitted to be thrown outside the Club Doors. Bubbles or Streamers are recommended. Sparklers must be approved, and require guest to provide sand bucket.

SERVICES:

Valet Parking is optional. Old Overton will contract this service for you and a valet fee of \$125 per valet will be charged. If you choose valet services, one valet is required per every 50 guests.

Coat check is optional except in the month of December. A fee of \$25/hour will be charged.

SPONSORSHIP:

Sponsored Parties contract signed by both the non-member and the sponsoring Member at the time of booking.

Sponsored receptions for non-members will require a minimum of \$5,000.00 in food & beverage purchases and a facility fee of \$5.00 per person, not to exceed \$1,000.00.

Sponsored guests will also be required to pay the room fees located on the Various Fees & Minimums on page (#). A minimum of five food selections is required for groups over 75 persons. A minimum of eight (8) food selections is required for functions over 300 persons.

Sponsored events require a facility fee of \$5.00 a person along with the appropriate room fees above.

All Prices, taxes & facility charges are Subject to Change without Notice.