

# **Willowbrook Country Club**

181 Grossheim Road, Apollo, PA 15613

Office: 724-727-3441

Fax: 724-727-3274

## **Banquet Policies and General Information**

### **Reservations and Payments**

An initial non-refundable deposit is required to reserve a specific date. This deposit will be credited to your bill upon completion of your event. Payment is due in full on the day of your function payable either by cash, check, or credit card (Visa, MasterCard, or Discover). A 3% service fee will be added to payments made with a credit card. We do not accept American Express.

### **Guarantees**

An approximate guest count is required at the time of booking. A final guarantee of guests is required 7 days prior to your reserved date. Final charges are based on actual number of guests in attendance or the guarantee, whichever is greater.

### **Food and Beverage**

Food and beverage choices are to be selected 2 weeks in advance of your event, and any changes no later than 7 days prior. All food and beverages must be purchased from Willowbrook Country Club with the exception of special occasion cakes and cookies. No food or beverages are permitted to be removed from the clubhouse.

### **Tax and Gratuity**

All food and beverage services are subject to 6% sales tax and 20% gratuity. Groups that are tax exempt must present their tax exemption certificate prior to their event.

### **Personal Property and Liability**

All items brought into the club (including but not limited to, personal property, equipment, and automobiles,) will be the sole responsibility of the guest.