



Beverage Service

BEER SELECTIONS

Select up to 4 beers from any category

Domestic 4.00

Budweiser Bud Light
Coors Light Miller Lite

Import 4.50

Heineken Amstel Light
Corona Stella Artois
Newcastle

Craft 4.50

Seasonal Craft Beer
Sierra Nevada Pale Ale
Lagunitas IPA

WINE SELECTIONS

House Wines 23/bottle

Two Vines Cabernet
Two Vines Chardonnay
Cielo Pinot Grigio
Leaping Horse Merlot

Kenwood Yulupa Pinot Noir 24/bottle

Premium Wines 35/bottle

Kendall Jackson Pinot Gris, Sonoma
Matanzas Creek Sauvignon Blanc, Sonoma
Cambria Benchbreak Chardonnay, Santa Maria Valley
La Crema Pinot Noir, Monterey
Liberated Cabernet Sauvignon, California

*More wine options available upon request
Wine availability and pricing subject to change*

LIQUOR SELECTIONS

| Per Drink | House 6.00 | Call 7.00 | Premium 8.00 |
|-----------|-------------|--------------|----------------------|
| Vodka | Smirnoff | Absolut | Ketel One |
| Bourbon | Early Times | Old Forester | Jack Daniels |
| Scotch | McIvor | Dewars | Johnny Walker Red |
| Gin | Gordons | Beefeater | Bombay Sapphire |
| Rum | Bacardi | Mt. Gay | Cruzan Single Barrel |

SOFT BEVERAGES

Assorted Sodas 1.75

Bottled Water 2.50

Bar Snacks

Nuts

1-50 Guests 8.00

51-100 Guests 16.00

101-200 Guests 24.00

Goldfish

1-50 Guests 5.00

51-100 Guests 10.00

101 - 200 Guests 15.00

ALCOHOL POLICIES

- All Bar charges are based on consumption.
- Any pre-banquet estimates should be viewed as a budgetary convenience.
- For 20 people or less, we will provide a cocktail server to take drink orders ~ \$15.00, 4 hour min.
- Setup fee for Bars for under 20 people ~ \$100
- Prices listed are per drink, unless otherwise noted.
- Liquor prices are based on twenty drinks per bottle and are subject to change.
- All beverage prices are subject to 20% service charge plus current state tax.
- Liquor shots are not allowed.
- No alcohol service before 10:00 a.m. on Sundays



Breakfast

CONTINENTAL BREAKFAST

Available for parties of 10 or more

House baked muffins, whipped butter, jams & preserves
Pastries, Krispy Kreme doughnuts,
Fresh cut fruit display
Coffee and fresh juices
12

SOUTHERN COMFORT BREAKFAST BUFFET

Available for parties of 20 or more

Buttermilk biscuits and sausage gravy
Easy scrambled Massey Farm fresh eggs
Applewood smoked bacon, breakfast sausage links
Homestyle breakfast potatoes, stone ground cheese grits
Fresh cut fruit display
Coffee, fresh juices and tea
15

DINER STYLE BREAKFAST BUFFET

Available for parties of 20 or more

75 Chef Attendant fee

White and wheat toast, whipped butter, various jams
Easy scrambled Massey Farm fresh eggs
Chef attended omelet station
Buttermilk pancakes with warm maple syrup
Breakfast sausage links, Applewood smoked bacon
Hash brown potatoes, grits, fresh cut fruit display
Coffee, fresh juices, tea
17

CAFÉ STYLE BRUNCH BUFFET

Available for parties of 20 or more

Danish pastries, buttermilk biscuits, house baked muffins,
whipped butter and preserves
Mixed greens salad with seasonal toppings and
Classic eggs Benedict, Quiche Lorraine
Chicken breast Marbella
Breakfast sausage links, Applewood smoked bacon
Potatoes O'Brien, Grilled vine ripe tomatoes
Fresh cut fruit display
Assorted Dessert Bars
Coffee, fresh juices and tea
20

AFTERNOON BREAK

Available for parties of 10 or more

Artisanal cheese display with assorted crackers
OTC house chips with buttermilk ranch dip
Fresh baked chocolate chip cookies
11

AFTERNOON TEA TIME

Available for parties of 10 or more

Display of assorted finger sandwiches
Fresh baked cookies and lemon squares
Hot teas, iced tea and coffee
12



Luncheon

All lunch parties must serve a minimum of two courses.

APPETIZERS

Classic Shrimp Cocktail

spicy cocktail sauce, lemon

15

Clubhouse Calamari

crispy calamari frites, sweet & sour sauce,
sesame slaw, wasabi aioli

13

Smoked Salmon

red onion, dill cream cheese, capers,
chopped egg, crostini

14

Wild Mushroom Vol-au-vent

sauteed mushrooms, shallots, thyme,
cream, puff pastry shell

11

FIRST COURSE SALADS

Caesar Salad

chopped hearts of romaine, garlic rubbed
croutons, parmesan, house dressing

5

Martha's Vineyard Salad

red leaf lettuce, bibb lettuce, pine nuts, crumbled
blue cheese, raspberry maple dressing

6

Organic Spinach Salad

sun dried tomatoes, goat cheese, shiitakes,
pickled onion, warm bacon vinaigrette

6

Butter Lettuce Salad

cherry tomato, radish, carrot, cucumber, white
cheddar, creamy basil dressing

5

Classic Wedge Salad

iceberg lettuce, grape tomatoes, bacon,
buttermilk blue cheese dressing

5

FIRST COURSE SOUPS

Roasted Tomato Basil Bisque

Fire Roasted Red Pepper & Goat Cheese

Bourbon Butternut Squash

Cream of Wild Mushroom

New England Style Clam Chowder

Manhattan Style Clam Chowder

Yukon Gold Potato & Smoked Leek

Italian Wedding Soup

Wild White Shrimp Bisque

Beef & Vegetable Barley

6

Charleston Style She-Crab

Heirloom Tomato Gazpacho (seasonal)

Sherried Lobster Bisque

Cream of Asparagus with Blue Crab

White Gazpacho

Black Truffle Vichyssoise

7



Luncheon

All plated entrées include OTC cheese biscuits, coffee and iced tea.

All lunch parties must serve a minimum of two courses.

ENTRÉE SALADS

Egg, Tuna or Chicken Salad

mixed spring greens, candied pecans, grapes, mandarin orange, creamy balsamic dressing

14

Greek Salad

crisp romaine, artichoke hearts, feta cheese, olives, red onions and red wine vinaigrette

with grilled chicken 17

with pan seared salmon 19

with pork souvlaki 18

Summertime Salad

bibb lettuce, red leaf lettuce, watermelon, cherry tomatoes, mozzarella, Vidalia onion, creamy cucumber basil dressing

with grilled chicken 18

with grilled salmon 20

with grilled shrimp 24

Baby Spinach & Radicchio Salad

spiced walnuts, sun dried cranberries, red onion, goat cheese, champagne vinegar dressing

with grilled chicken 18

with pan seared salmon 20

Caesar Salad

chopped hearts of romaine, parmesan cheese, garlic rubbed croutons, house dressing

with blackened chicken 15

with blackened salmon 17

with blackened shrimp 21

Asian Style Salad

shredded napa cabbage, baby greens, red bell pepper, carrot, toasted cashews, shiitake mushrooms,

creamy miso ginger dressing

with grilled chicken 18

with sesame seared salmon 20

with pepper seared tuna 24

Hot Plated Entrées

Steak Frites

chargrilled hanger steak, French fries, baby arugula salad, horseradish cream

19

Grilled Chicken Piccata

whipped Yukon gold potatoes, asparagus, lemon caper butter sauce

16

Salmon Wellington

crispy phyllo, shiitake mushroom duxelle, creamed spinach, salmon caviar

23

Seared Lump Crab Cake

baby lima and sweet corn succotash, lemon basil cream

19

Pan Roasted Pork Tenderloin

sweet potato puree, sautéed spinach, golden raisin apple cider caponata

20

Grilled North Carolina Black Grouper

stone ground mascarpone cheese grits, mushroom and garlic onfit, Banyuls vinegar

23

Petite Filet Mignon

black truffle whipped potatoes, haricot vert, cabernet demi-glace

25

Chicken and Wild Mushroom Crepes

saffron wild rice, asparagus, herb cream sauce

18

Crispy Roulade of Roast Chicken

parisienne vegetables and potatoes, herb poulet jus

16



Luncheon Desserts

Key Lime Pie
with raspberry sauce
6

Mini Chocolate Mousse Martini
torched meringue, fresh berries
4

OTC Petite Ice Cream Pies
(many varieties available)
6

Triple Chocolate Mousse Cake
crème anglaise, strawberries
8

Vanilla Bean Crème Brûlée
mint and berries
7

Deep Dish Caramel Pecan Pie
7

Petit Fours
8

Bread Pudding
(changes with the seasons)
6

Tiramisu Mini Martini
with dark & white chocolate shavings
4

**Grand Marnier
Strawberry Shortcake**
with black pepper buttermilk biscuits
8

MENU PLANNING GUIDELINES

In order to successfully execute your event:

- We require menu selections to be confirmed at least two weeks prior to your event.
- In order to provide the best service for seated banquets, we request that you select one entree choice for all your guests.
- If a group does select a choice of two or more entrees, the choice must be pre-approved by the club, and we will do so if you understand the following:
 - ♦ Since choice banquets will require additional serving time, prices for both entrees will be based on the higher priced entree;
 - ♦ We will need the number of each entree selection seventy-two hours prior to the function.
 - ♦ Place cards with guest name must be provided by the host or hostess with a club approved color code to indicate their choice. Club will provide this service if requested for an additional fee.
 - ♦ Both entrees will be served with the same salad, starch, vegetable and dessert.



Luncheon Buffet

Available for parties of 30 or more

COMPOSED SALADS

Choose two

- Marble Potato Salad** with hardboiled egg, green onion and grain mustard dressing
- Baby Kale and Grapefruit** with red onion, golden raisins, toasted almonds, creamy balsamic
- Parmesan Pasta Salad** roasted grape tomatoes, garlic confit, farfalle pasta, herb vinaigrette
- Roasted Beets and Goat Cheese** with pickled Vidalia onion, micro greens, wildflower honey
- Butter Lettuce Salad** with cherry tomatoes, radish, carrot, white cheddar, creamy basil dressing
- Seasonal Melon Salad** with feta cheese, Kalamata olives, black pepper yogurt dressing
- Green Bean Amandine Salad** with crispy shallots, slivered almonds, brown butter vinaigrette
- Baby Heirloom Tomato Salad** with bocconcini mozzarella, basil, extra virgin olive oil, balsamic

BUFFET ENTRÉES

Includes seasonal starch, vegetable and warm rolls

- Herb Roasted Boneless Chicken Breast** with tomato buerre blanc
- Parmesan Crusted Boneless Chicken Breast** with basil marinara
- Carved Herb Roasted Turkey Breast** with shallot gravy
- Grilled Chicken Breast Marsala** with marsala mushroom sauce
- Sesame Seared Salmon** with sweet soy and ginger drizzle
- Pan Roasted Salmon** with lemon caper sauce
- Poached Salmon** with dill hollandaise sauce
- Pecan Crusted North Carolina Rainbow Trout** with brown butter sauce
- Cider Brined Roast Pork Loin** with sage and apple pork jus
- Barbecued Country Style Boneless Pork Ribs** with smoky barbecue sauce
- Cabernet Braised Beef Tenderloin Tips** with cremini mushroom sauce
- Texas Style Sliced Beef Brisket** with chile cider barbecue sauce

DELUXE DESSERT DISPLAY

Assortment of pies, cakes, cookies, brownies

COFFEE & TEA SERVICE

TWO ENTRÉE SELECTIONS 25 THREE ENTRÉE SELECTIONS 29

Price includes choice of salads, dessert and beverage service



Dinner Selections

All dinner parties must serve a minimum of three courses.

APPETIZERS

Classic Shrimp Cocktail

spicy cocktail sauce, lemon
15

Clubhouse Calamari

crispy calamari frites, sweet and sour sauce,
sesame slaw, wasabi aioli
13

Smoked Salmon

red onion, dill cream cheese, capers,
chopped egg, crostini
14

Wild Mushrooms Vol-au-vent

sautéed mushrooms, shallots, thyme,
cream, puff pastry shell
11

SOUPS

Roasted Tomato Basil Bisque

Fire Roasted Red Pepper & Goat Cheese

Bourbon Butternut Squash

Cream of Wild Mushroom

New England Style Clam Chowder

Manhattan Style Clam Chowder

Yukon Gold Potato & Smoked Leek

Italian Wedding Soup

Wild White Shrimp Bisque

Beef & Vegetable Barley

6

Charleston Style She-Crab

Heirloom Tomato Gazpacho (seasonal)

Cream of Asparagus with Blue Crab

White Gazpacho

Black Truffle Vichyssoise

Sherried Lobster Bisque

7

SALADS

Caesar Salad

chopped hearts of romaine, garlic rubbed croutons,
parmesan, house dressing
5

Martha's Vineyard Salad

red leaf lettuce, bibb lettuce, pine nuts, crumbled
blue cheese, raspberry maple dressing
6

Organic Spinach Salad

sun dried tomatoes, goat cheese, shiitakes,
pickled onion, warm bacon vinaigrette
6

Butter Lettuce Salad

cherry tomato, radish, carrot, cucumber, white
cheddar, creamy basil dressing
5

Classic Wedge Salad

iceberg lettuce, grape tomatoes, bacon,
buttermilk blue cheese dressing
5

Menu Planning Guidelines

In order to successfully execute your event:

- We require menu selections to be confirmed at least two weeks prior to your event.
- In order to provide the best service for seated banquets, we request that you select one entree choice for all your guests.
- If a group does select a choice of two or more entrees, the choice must be pre-approved by the club.



Dinner Selections

All plated dinner entrées served with seasonal starch and vegetable, warm rolls, and coffee.
All dinner parties must serve a minimum of three courses.

| | | |
|---|---|--|
| Herb Roasted All Natural Chicken Breast sherry cream sauce 28 | Grilled Pork Tenderloin Medallions summer peach basil chutney 32 | DUAL ENTRÉES Chef will pair each duo with complimenting sauces |
| Panéed Boneless Chicken Breast marsala mushroom sauce 26 | Classic Beef Wellington cabernet demi-glace 45 | Petite Filet and Lump Crab Cake 44 |
| Crisp Roasted Half Duckling cognac orange glaze 37 | Pan Seared Beef Tournedos brandy green peppercorn cream 39 | Petite Filet and Pan Seared Salmon 42 |
| Pan Roasted Alaskan Halibut (seasonal) peppadew pepper peperonata 38 | Grilled New York Strip Steak roast garlic demi-glace 37 | Petite Filet and Lobster Tail Thermidor 52 |
| Pan Seared Scottish Salmon lemon thyme beurre blanc 30 | Pan Roasted Veal Chop mint and black currant gastrique 52 | Petite Filet and Grilled Wild Shrimp 46 |
| Lump Blue Crab Cakes Creole mustard cream 36 | Roasted Half Rack of Colorado Lamb mint and black currant gastrique 49 | Petite Filet and Pan Seared Sea Scallops 48 |

DESSERT SELECTIONS

| | | |
|--|---|---|
| Key Lime Pie with raspberry sauce 6 | Vanilla Bean Crème Brûlée mint and berries 7 | Tiramisu Mini Martini with dark & white chocolate shavings 4 |
| Mini Chocolate Mousse Martini torched meringue, fresh berries 4 | Deep Dish Caramel Pecan Pie 7 | Grand Marnier Strawberry Shortcake with black pepper buttermilk biscuits 8 |
| OTC Petite Ice Cream Pies (many varieties available) 6 | Petit Fours 8 | |
| Triple Chocolate Mousse Cake crème anglaise, strawberries 8 | Bread Pudding (changes with the seasons) 6 | |



Buffet Dinners

Available for parties of 30 or more

COMPOSED SALADS

Choose two

- Marble Potato Salad** with hardboiled egg, green onion and grain mustard dressing
- Baby Kale and Grapefruit** with red onion, golden raisins, toasted almonds, creamy balsamic
- Parmesan Pasta Salad** roasted grape tomatoes, garlic confit, farfalle pasta, herb vinaigrette
- Roasted Beets and Goat Cheese** with pickled Vidalia onion, micro greens, wildflower honey
- Butter Lettuce Salad** with cherry tomatoes, radish, carrot, white cheddar, creamy basil dressing
- Seasonal Melon Salad** with feta cheese, Kalamata olives, black pepper yogurt dressing
- Green Bean Amandine Salad** with crispy shallots, slivered almonds, brown butter vinaigrette
- Baby Heirloom Tomato Salad** with bocconcini, mozzarella, basil, extra virgin olive oil, balsamic

ADD A CHEF CARVED ITEM

75 Chef Attendant Fee

- Cider and Sorghum Brined Pork Loin**
with apricot Vidalia compote 7
- Pepper Seared Beef Strip Loin**
house steak sauce 9
- Slow Roasted Bone-in Turkey Breast**
with cranberry golden raisin chutney 8
- Herb Roasted Beef Tenderloin**
house steak sauce and horseradish cream 12
- Red Wine Marinated Bistro Filet**
house steak sauce and horseradish cream 7

ENTRÉE SELECTIONS

Includes seasonal starch, vegetable and warm rolls

- Herb Roasted Boneless Chicken Breast**
with tomato buerre blanc
- Parmesan Crusted Boneless Chicken Breast**
with basil marinara
- Carved Herb Roasted Turkey Breast**
with shallot gravy
- Grilled Chicken Breast Marsala**
with marsala mushroom sauce
- Sesame Seared Salmon**
with sweet soy and ginger drizzle
- Pan Roasted Salmon**
with lemon caper sauce
- Poached Salmon**
with dill hollandaise sauce
- Pecan Crusted North Carolina Rainbow Trout**
with brown butter sauce
- Cider Brined Roast Pork Loin**
with sage and apple pork jus
- Barbecued Country Style Boneless Pork Ribs**
with smoky barbecue sauce
- Cabernet Braised Beef Tenderloin Tips**
with cremini mushroom sauce
- Texas Style Sliced Beef Brisket**
with chili cider barbecue sauce

DELUXE DESSERT DISPLAY

Assortment of pies, cakes, and bread pudding

COFFEE & TEA SERVICE

TWO ENTRÉE SELECTIONS 40

THREE ENTRÉE SELECTIONS 47

Price includes choice of salads, dessert and beverage service



Themed Buffet Dinners

Available for parties of 40 or more

OTC SUMMERTIME COOKOUT

75 Chef Grill Attendant Fee

Chopped Salad * Southern Style Potato Salad * Macaroni Salad
Pulled Pork Barbecue * Fried Chicken * Black Angus Burgers
Hebrew National All Beef Hot Dogs
Corn on the Cob * Baked Beans
Peach Cobbler with Vanilla Bean Ice Cream
Fresh Cut Watermelon Wedges
Lemonade Cake

25

THE BIG EASY

Muffuletta Salad * Heirloom Tomato and Cucumber Salad
Blackened Mahi Étouffée * Chicken and Crawfish Jambalaya
Andouille Stuffed Pork Loin
Red Beans and Rice * Collard Greens * Maque Choux (okra, corn, tomato)
Beignets * Bananas Foster * Bread Pudding

39

FARM TO OCEAN

75 Chef Attendant Fee

Mixed Greens Salad * Iceberg Salad * Marinated Asparagus
Herb Roasted Chicken * Carved Bistro Beef Tenderloins
Pan Seared Salmon * Shrimp & Grits
Roasted Fingerling Potatoes * Sea Salt Roasted Broccoli
Glazed Baby Carrots * Steamed Wild Rice
Chocolate Cake * Key Lime Pie * Crème Brûlée

45



Hors d'oeuvres Reception

Priced per Guest

Hors d'oeuvres receptions are priced for a 2 hour period

PASSED HORS D'OEUVRES

- Smoked Salmon Canape** - dill cream cheese, pickled shallot, pumpernickel 5
- Heirloom Tomato Bruschetta** - basil, garlic, balsamic 4
- Pecan Cheddar Wafers** - strawberry black pepper jam 4
- Ritz Crusted Fried Oyster Spoon** - remoulade sauce, green onion 6
- Smoked Rainbow Trout Mousse** - trout caviar, chive, rye toast 6
- Blue Crab Cakes** - lemon aioli, capers 6
- Spicy Yellowfin Tuna Roll** - sriracha sauce, tobikko caviar 6
- Peppadew Pepper Pimiento Cheese** - phyllo tartlet 4

CHILLED PLATTERS

- Finger Sandwiches** - chicken salad, pimiento cheese, cucumber cream cheese 5
- Caprese Skewers** - baby heirloom tomatoes, basil, bocconcini mozzarella, balsamic 5
- Artisanal Cheese and Crackers** - olives and preserves 7
- Antipasti** - cured meats, marinated vegetables, pickles, cheese and crostini 8
- Shrimp Cocktail** - cocktail sauce, lemon 11
- Seared Sashimi Tuna** - seaweed salad, wasabi, pickled ginger 12
- Marinated Grilled Asparagus** - shaved parmesan, lemon, garlic confit 7
- Hummus and Pita** - mixed olives, red bell pepper, cucumber 7

HOT HORS D'OEUVRES

- Petite Blue Crab Cakes** - citrus remoulade, chives 8
- Beef Wellington** - béarnaise sauce 9
- Wild Mushroom & Boursin Strudel** - pomegranate molasses 7
- Thai Beef Spring Rolls** - lemongrass aioli, black sesame seeds 7
- Sweet & Sour Veal Meatballs** - sour honey tomato sauce 7
- Petite Fried Chicken Biscuits** - bread and butter pickles, hot honey drizzle 6
- Petite Country Ham Biscuits** - Vidalia onion jam, sage mustard 6
- Teriyaki Chicken Skewers** - sesame seeds and green onion 5
- Crispy Vegetable Pork Dumpling** - wasabi aioli, sriracha aioli 6
- Spanakopita** - roasted red pepper coulis 6



Attended Reception Stations

Priced per Guest 75 Chef Attendant Fee

Hors d'oeuvres receptions are priced for a 2 hour period

CARVING STATIONS

Accompanied by rolls

Herb Roasted Beef Tenderloin

horseradish cream and house steak sauce
17

Pepper Seared Beef Strip Loin

horseradish cream and house steak sauce
14

Cider and Sorghum Brined Pork Loin

apricot Vidalia jam
12

Slow Roasted Bone-In Turkey Breast

cranberry golden raisin chutney
12

GRITS STATIONS

Low Country Shrimp & Grits

stone ground grits, sauteed shrimp, andouille sausage,
sweet onion and tomato gravy, served with scallions,
cheddar cheese, crispy bacon crumbles and diced peppers
12

Southern Barbecue & Cheese Grits

stone ground white cheddar cheese grits, Eastern NC style
pulled barbecue pork, Texas style chopped beef brisket,
smoked sausage and braised collard greens, served with
pickled jalapenos, barbecue slaw, bread & butter pickles
and green tomato chow chow
12

OTC MAC & CHEESE STATION

penne pasta tossed with creamy smoked
cheddar cheese sauce and accompanied
by the following additions:
poached baby shrimp, crispy bacon,
diced ham, diced tomatoes, pickled jalapeno
slices and crumbled blue cheese
12

SLIDER STATIONS

Accompanied by house chips

American Wagyu Beef Cheeseburgers

caramelized onions, bread and butter pickles,
mustard, American cheese
12

Open Faced Sesame Seared Tuna

wasabi mayo, pickled ginger, shredded nori, sakame salad
12

Sweet and Sour Grilled Chicken

pineapple chutney, sweet and sour sauce,
Hawaiian sweet roll
9

Korean Style Pork Belly

Napa cabbage kimchee, steam buns
11

QUESADILLA STATION

All quesadillas accompanied by tri color tortilla
chips, roast corn and black bean salsa, sour cream,
house made salsa verde and salsa fresca

Cilantro Marinated Grilled Shrimp

pickled red onion, roasted sweet corn, queso
12

Shredded Pork Carnitas

tomatillo sauce, green onion, queso
10

Duck Leg Confit

orange onion marmalade, manchego cheese
11

Chili Tomato Braised Chicken

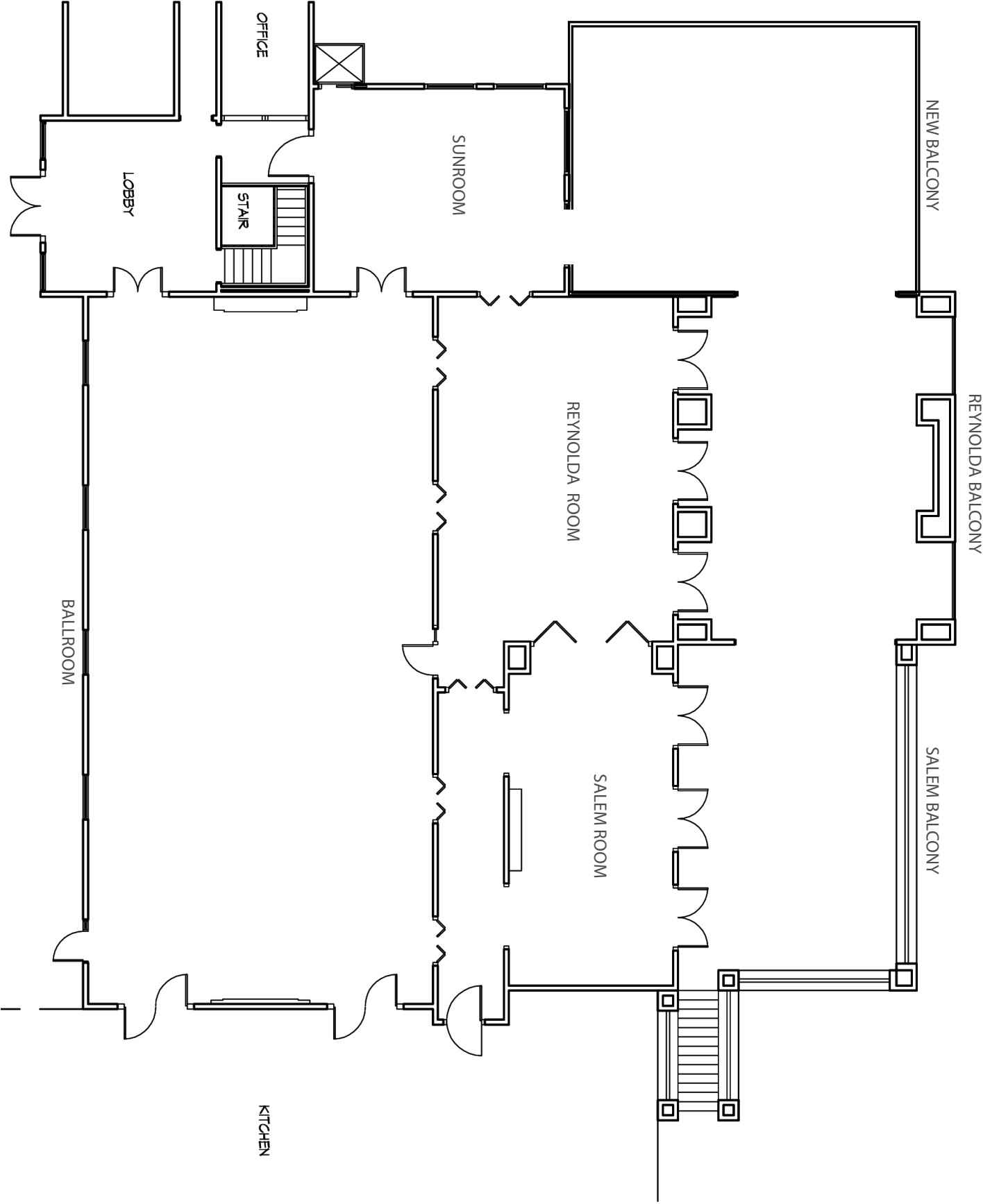
monterey jack cheese, peppers
10

Barbecue Beef Brisket

pepper jack cheese, barbecue sauce
10

OLD TOWN CLUB MAIN FLOOR DIAGRAM

(Not to scale)





General Guidelines

MEMBER SPONSORED EVENTS

Member sponsored events are classified as any private function that a member hosts for any non-member. The member sponsor will be financially responsible for all charges incurred by their guests, including any damages or excessive cleanup following the event. The sponsoring member is responsible for the conduct of their guests and for enforcing all club policies.

Banquet guests are not permitted in the private member dining area on the lower level of the club.

MEMBER PRIORITY STATUS

Non-member events that are booked more than 150 days in advance may have to be re-scheduled to honor the Priority Status of member events. Any non-member events booked within 150 days will be guaranteed for that date.

DEPOSITS AND CANCELLATIONS

For Member-sponsored events, the deposit and cancellation policy is as follows:

- Payment of Setup Charge will be required upon booking the date.
- 50% deposit of estimated food and beverage charges will be required three months prior to the event.
- The balance of the estimated charges will be due 72 hours prior to event. Exceptional charges that may arise during the event will be billed within 10 days and will be payable on receipt.

At Management's discretion, member events may be charged a cancellation fee, not to exceed the cost basis of special food and beverage orders of a scheduled event.

DRESS CODE

The dress code for all banquet functions on the main floor of the clubhouse is at the discretion of the host. Please be sure to discuss your requested dress code with your entertainers.

ADVERTISING

- No outside association or organization shall be permitted to use the Club unless sponsored by a member.
- Any event at the Club must be by INVITATION ONLY, no Open to the Public Events, no ticket sales at the door.
- **No advertisements of any sort are permitted.**
- Media coverage on the day of the event is at the host's discretion, but please make the club aware of any Media plans.

FOOD SERVICE

- All food service will be provided by the club and may not be removed from the premises unless specifically prepared for that purpose.
- No food may be brought in from outside sources except for wedding cakes.
- All food charges are per person unless otherwise noted.
- Groups of 12 or less in the dining rooms or Board Room may order from the a la carte menu. Groups of 13 or more are required to choose a menu to ensure efficient service.
- Pricing - our menus are subject to change without notice until 30 days prior to your event.
- Additional buffet items may not be taken off club property for later consumption



General Guidelines

Alcohol Service

- No outside beverages are permitted to be brought to the club for a banquet, with the exception of pre-approved donated wines for charity events, which will be subject to a corkage fee
- We will not serve alcohol to anyone under the age of 21 and anyone under 21 caught with alcohol will be asked to leave the club and not return. We reserve the right to refuse service to anyone we believe is intoxicated.
- No alcohol service before 12:00 noon on Sundays.

Room Reservations

- Events on Friday or Saturday night may be subject to a \$3500 food minimum if the entire main floor is used.
- Old Town Club reserves the right to move a booking, if necessary, to an alternate location based upon room capacities and guaranteed count.

Guest Count

The guest count must be finalized no less than 72 hours prior to your scheduled event. All charges will be based on this final guarantee even if the attendance is less than the number given. If the count is increased within the 72 hours preceding the event, Old Town Club will accommodate the increase on a Best Effort basis. This may warrant changes in food and beverage selections, as well as possible imposition of additional charges.

Payments

All payments must be made by check, made payable to Old Town Club. We do not accept any credit cards.

Charges

- All food charges are per person unless otherwise noted. All beverage charges are based on consumption unless otherwise noted. All charges are subject to change.
- A service charge of 20% will be applied to all food, beverage and rental sales or a labor charge, whichever is greater. The current NC sales tax will be applied to all charges.

Set Up Charges

The following charges will apply to all sponsored events.

- Entire main floor - \$1500
- Ballroom - \$900
- Reynolda & Salem Rooms - \$600
- Board Room - \$50
- Pool Pavilion - \$150

OTC Audio Visual Equipment

- Podium with speakers - \$50
- Hand-held Wireless Mic with speakers - \$50
- Lapel Wireless Mic with speakers - \$50
- LCD Projector with 6' screen - \$50
- Speakers for projector - \$50
- Hosts must provide their own laptop if needed.
- Additional Audio Visual items available on request and will be priced accordingly.



General Guidelines

OTHER EVENT SERVICES

- Removal of Sun Room Furniture ~ \$250
- Set up fee for Bars for under 20 people ~ \$100
- Place Cards ~ \$.50 each
- Menu Cards ~ \$1-\$2 each

LABOR CHARGES

All labor charges are subject to change

- All food charges are subject to 20% service charge or an hourly labor charge, whichever is greater, plus current sales tax.
- Food Station Attendants ~ \$75 each
- Valet parkers \$25 per valet, per hour (1 valet per 50 guests) Over 200 guests will incur additional valet charges as well as traffic direction
- Coat check \$50 each (up to 4 hours) \$15 for each additional hour
- Cash Bar Attendant \$50 each (up to 4 hours) \$15 for each additional hour
- Pool lifeguard \$20 per hour per Guard, 3 hour minimum.
- Traffic Direction/Security \$25 per guard per hour (4 hour minimum) Security will be required for some events.

DECORATIONS

Please be sure the club is aware of your proposed schedule for decorating with your florist. Availability of function space is based on event scheduling, so please check with the club before finalizing delivery plans.

- There are certain restrictions on decorating any space outside of the function rooms, so please check with the club on outside work plans. (For

example, we do not allow greenery to be wrapped around the front entrance hand rails.)

- No taper candles
- Florists are responsible for cleaning their work area after they are finished decorating.
- The club is not responsible for any items not removed immediately after the event.
- The club cannot be held liable for damaged or lost merchandise, decorations or other articles prior to, during or after the event.
- The club is not responsible for any rental items, including linen, arranged for by the host.
- The club will furnish tables, chairs, mirrors and votives, as well as in stock linens.
- The club will gladly work with you to rent any specialty linens or equipment that you desire.

VENDORS

- Vendors are allowed to unload and load equipment through the front door only. Unloading of equipment must be finished by **5:30 pm.**
- You must provide a copy of the entertainer's contract/rider to the club one week prior to your event. Any special requests by your entertainer will be charged to your account. Any damages will be applied to your club account.
- A meal may be provided to your vendors with advanced planning, and will be added to your final bill.
- Alcoholic beverages will not be served to your entertainers unless requested by the host.
- For your musicians, please be sure you have received a copy of the OTC band rider, and provided it to your entertainers. Please see page 19 for our band contract rider.
- It is the responsibility of the host to be sure any vendors are aware of all club policies.



General Guidelines

CLUB POLICIES

- Members are responsible for the conduct of their guests & for damages committed by themselves or their guests.
- The sponsoring member is financially responsible for all charges, including damages, incurred by their guests while at the club. Cleanup fees might be assessed.
- Please be aware that banquet guests are not permitted in the member dining area on the lower level of the club as this often causes congestion downstairs.
- The club is not responsible for loss of personal property brought to the club which also applies to any items, including floral arrangements, left after the event.
- Old Town Club does **not** allow sparklers, bird-seed, confetti or rice to be thrown on club property. We do allow Rose Petals and Bubbles. There may be a cleanup fee assessed.

RENTAL EQUIPMENT

- Rental equipment such as staging, tents etc. may be ordered through the club at a charge to your account.
- If you arrange for these items privately, please make the club aware of the rentals so a delivery time can be scheduled.
- Any damages to club property (such as damage to floors caused by staging) will be charged to your account.
- Rental Linen: A wide variety of specialty linens are available to rent through the club.

MENU PLANNING

In order to successfully execute your event:

- We require menu selections to be confirmed at least two weeks prior to your event.
- In order to provide the best service for seated banquets, we request that you select one entree choice for all your guests.
- If a group does select a choice of two or more entrees, the choice must be pre-approved by the club, and we will do so if you understand the following:
 - ♦ Since choice banquets will require additional serving time, prices for both entrees will be based on the higher priced entree;
 - ♦ We will need the number of each entree selection seventy-two hours prior to the function.
 - ♦ Place cards with guest name must be provided by the host or hostess with a club approved color code to indicate their choice. Club will provide this service if requested for an additional fee.
 - ♦ Both entrees will be served with the same salad, starch, vegetable and dessert.
 - ♦ Special requests by guests during service may incur additional charges



Band Contract Rider

If you are having any musical entertainment at your event, the following conditions shall apply.

1. Old Town Club (OTC) must be given a copy of band contract and rider upon booking.
2. All equipment must be loaded into the Club through the front door before 11:00 AM or between 2:00 and 5:30 PM for an evening function (must be completely through unloading by 5:30 PM).
3. All bands/DJs must check with management about where to park their vehicles.
4. Soundboards must be set up beside the staging area with other band equipment, not in the middle of the ballroom.
5. OTC will not serve alcoholic beverages to members of a band or DJ without permission of host. For any Club Sponsored event, no alcohol will be served to musical entertainment.
7. All food and beverage requested by the band must be requested prior to event, and will be charged to your final bill. Unless requested by the host, entertainers are requested to NOT go through any food stations or buffets. For any Club Sponsored event, this is also enforced.
8. No guests of the band are permitted. No public advertising of the event is permitted.
9. When needing event information, band members should contact Jeana McLean, Social Director of the Club at 336-723-5533 or at jmclean@oldtownclub.org.
10. Private dressing rooms are not available. Band/DJ members may use the men's and ladies' locker rooms for changing, but these areas must be kept neat at all times. Space may not always be available in locker rooms for lounging prior to event. This is not a secure area, so please be sure to not leave any valuables in these areas.
11. Bands have ninety (90) minutes after scheduled ending time of an event to break down and vacate Club property. Any infraction of this rule will result in an extra charge to the member. Please be sure to discuss with your band the departure schedule since they will be using the same exit as your guests.
12. The club does not have a stage. If one is arranged through the host of the party, any damage to the floor resulting from the stage setup would be charged to the member.
13. It is understood that the band members are not employees of the Club and are not entitled to any benefits employees have under the law.
14. Any repair charges as a result of property damage by the band or entertainer will be billed to the member's account.
15. Playing schedule and breaks for the evening must be set in advance with the club or Host. For any club event, all bands will be paid the balance of their fee at the end of the final set by the Manager on Duty.

THE CLUB RECOMMENDS THAT YOU SHARE THIS INFORMATION WITH YOUR SELECTED BAND/MUSICAL ENTERTAINMENT.

IF YOUR BAND HAS ANY QUESTIONS, PLEASE HAVE THEM CONTACT JEANA MCLEAN AT THE CLUB AT 336-723-5533.



Special Events Resources

VENDOR POLICIES

Please keep in mind that these vendors are listed strictly as suggestions of reputable companies that have done work at the club. We cannot take responsibility for the vendors' work, or any agreements you reach with them.

Please make your vendors aware of club policies.

ENTERTAINMENT

Sam Hill - 866-726-4455
samhillbands.com

Andy Jaspen andy@samhillbands.com

East Coast Entertainment
1-800-242-1243

www.eastcoastentertainment.com
Bands of any style, size, price range

Keith Byrd - 336-816-4404
Represents local musicians,
Pianist and trios

Ron Rudkin - 336-770-3356
Represents local musicians,
Pianist and trios

School of the Arts
Joe Mount - 336-770-3339

Harpist
Julie Hammarback - 336-724-4277

DJ's

Keith Byrd - 336-816-4404

Z Brothers DJ
704-542-0123
www.zbrothersdjs.com

PHOTOGRAPHERS

Aesthetic Images in Greensboro
Natalie Carter - 336-275-9797
http://aestheticimages.net

AnnaGram Photography
Anna Routh & Graham Terhune
www.christineru

Christine Rucker - 336-723-7885
Chapel Hill, NC
http://anagramphoto.com/
919-537-9701

Steve Exum - 336-449-9150
www.exumhoto.com

Millie Holloman Photography
Rebecca Schlieman - 888-316-3136
www.millieholloman.com

Sherry Witt - 336-983-6618

CAKES

Cakes & All Things Yummy
336-310-4504

Maxie B's - 336-288-9811
www.maxieb.com

Delicious - 336-288-3657

Cakes by Chloe - 336-662-7576
chloe@cakesbychloe.com
Facebook: Cakes by Chloe

Gigi's Cupcakes - 336-721-1515
gigiscupcakesusa.com

TRAVEL

Black Tie Limo - 336-768-5177
blacktielimo@triad.rr.com

America Charters - 336-767-1511

FLORISTS

Amy Lynne Originals
336-287-3459
www.amylynneoriginals.com
amy@amylynneoriginals.com

Green Bee Floral Designs
Jennifer - 336-671-6705
www.greenbeefloraldesigns.com
info@greenbeefloraldesigns.com

BoTy - 336-765-7272
www.botyflorist.com

Imagine Flowers - 336-722-8772
www.imagineflowers.biz

INVITATIONS

Present Company - 336-724-5300
Located in Reynolda Village
Patti Adams www.pres-co.com
presentco@gmail.com

Perfect Present Stationery
Courtney Douglas - 336-416-7556
courtney@perfectpresentstationery.com
Anna Kathryn Reece - 336-655-3522
ak@perfectpresentstationery.com

Invitations Only - 336-768-9909
www.invitationsonlyhome.com

Calligraphy
Stephanie Owen - 336-391-6244

Calligraphy by Carole
910 Partridge Lane, Winston-Salem
336-403-2865
carole@calligraphybycarole.com)



OTC Event FAQs

- 1. Do you have to be a member to use the club?** No, you can be the guest of a member.
- 2. What is the fee for renting the space?** For members, there is no charge for the use of the club. For sponsored guests, please refer to page 16 for our Setup charges.
- 3. What exactly does this fee include?** Use of the club includes all of your servers, bartenders, tables and our gold Chivari ballroom chairs, white or ivory tablecloths, as well as mirrors, votive candles, silverware, glassware, silver cake stands, toasting goblets and cake server.
- 4. What is required to secure our date?** For guests, payment of the Setup charges and a signed contract are required.
- 5. How many hours does the rental rate include?** Five (5) hours of event time (not including vendor setup time)
- 6. Does the club provide setup and breakdown of club items?** Yes, the use of the club includes setup and breakdown of all club equipment.
- 7. When can I begin setup on my wedding day?** This depends on the day and what other events are happening at the club that day.
- 8. Is there a food minimum?** Certain days or rooms will be subject to a food minimum or service charge, which varies based on events.
- 9. What is the latest our event can run?** Your event must end by 12:00 midnight.
- 10. Are there any noise restrictions for outside events?** Yes, all outside events are subject to the Forsyth County Ordinance, which restricts loud noises after 11:00 p.m.
- 11. Can I use any vendor or does the club have a list of preferred vendors?** You can use any vendor you choose. Please see page 20 for a list of vendors that are frequently used at the club.
- 12. What forms of payment does the club take?** Payments are accepted by check or cash only.
- 13. What is the club's cancellation policy?** All deposits are non-refundable, so any cancellations would forfeit any deposits made. For member events, there may be a fee required depending on cancellation date.
- 14. Can we provide our own alcohol?** No. All food and beverage is provided by the club. The only exception to this is wedding cake.
- 15. Is there a fee to cut the wedding cake?** No, this is a service we gladly provide for you at no charge.
- 16. Do we have to take all our decorations with us at the end of the event?** Yes, all items brought into the club must be taken out that evening.