

POLICIES & PROCEDURES

1. DEPOSIT

\$1000.00, non-refundable, non-transferable deposit is required at time of booking in order to secure the date and reception venue. The deposit will be regarded as a down payment towards the total cost of the event and is to be deducted from the final payment amount.

2. CONTRACT

A signed contract with an initial event profile, address and contact information is required in order to secure a date and booking.

3. PAYMENT

All events must be paid in full, 14 days prior to your wedding date. We accept debit, cash or cheque. If paying by Master Card or Visa, a 2% surcharge will be added to your bill. We do not accept American Express cards. In the event of an overpayment the amount will be credited back in the form of a cheque. Any additional charges generated during the event will be settled to a credit card which you need to provide 14 days prior to your event.

4. CANCELLATION

Our cancellation policy requires that the Director of Events be informed of a cancellation at least 6 months prior to the event. In the event that less than 6 months notice is given, your deposit will not be refunded and may not be transferred to the purchase of other items. All cancellations must be received in writing.

5. GUEST COUNT

A final guest count is required 14 days prior to your event and room layout agreement is required 72 business hours prior to your event. You will be billed for the number confirmed 14 days beforehand or the actual number, whichever is greater. If no final guest count is received preparations and billing will accord with the greatest expected number.

6. PRICING

All prices as stated do not include applicable taxes and a 20% clubhouse service charge. All prices are subject to change without notice.

7. TAXES & CLUBHOUSE SERVICE CHARGE

(as of Spring, 2008) The 5% Federal Goods and Services Tax (GST) and the 8% Provincial Service Tax (PST) applies to all food and beverage purchases. The 10% Provincial Liquor Tax will apply to all alcoholic beverages in addition to the 5% GST. A 20% clubhouse service charge will apply to all food and beverages. An 8% PST will be added to any additional rental (i.e. tents, heaters). All taxes are subjected to change without notice.

8. HOURS OF OPERATION— MORNING AND EVENING EVENTS

Morning/Afternoon 9:00 AM – 1:00 PM
(8:00 AM access for patrons and vendors)

Evening 4:00 PM – 1:00 AM
(2:00 PM access for patrons and vendors)

Evening hours are flexible depending on the nature and duration of the afternoon event taking place beforehand.

9. FACILITY OVERVIEW & RELATIVE FEES

► Hawthorne Hall, Knollwood Old Course

Hawthorne Hall, and indoor dining room, accommodates 90 guests for cocktail parties, 65 guests for special events and weddings, 72 guests for tournament banquets. For wedding ceremonies this hall can accommodate up to 120 guests. Reception Fee: \$500.00 (Saturday), \$300.00 (Friday, Sunday)

► Hawthorne Grill, Knollwood Old Course, Accessory Area

The Hawthorne Grill Restaurant seats 48 guests. Access to this area is included when renting Hawthorne Hall or The Hitching Post. Subject to availability.

► The Hitching Post, Knollwood Old Course

This outdoor venue can accommodate 60 – 300 guests, depending on the size of the tent and the type of occasion (i.e. ceremony, seated dinner, cocktail party). Reception Fee: \$2000 (Saturday), \$1500 (Friday, Sunday)

► The Hitching Post Nature Chapel, Knollwood Old Course

This outdoor ceremony area can accommodate ceremonies with up to 250 guests. \$500.00 Ceremony Fee applies (\$750 fee if hosting only ceremony at Knollwood Golf Club).

► Harris Hall, Knollwood New Course

This indoor venue accommodates 120 guests for a special event or wedding, 120 guests for a tournament banquet, and 150 guests for a cocktail party (standing). Rental includes use of the Stone Lounge after sun-down. Subject to availability. Reception Fee: \$750.00 (Saturday), \$500.00 (Friday, Sunday)

► Stone Lounge, Knollwood New Course, Accessory Area

The Stone Lounge accommodates 40 guests for a banquet and 90 guests for a cocktail party. Access of this area is included when renting Harris Hall (see above). Subject to availability.

► East Lawn, Knollwood New Course

This outdoor ceremony area can accommodate up to 175 guests, depending on the size of the tent and the type of occasion (i.e. ceremony, seated dinner, cocktail party). Reception Fee: \$750.00 (Saturday), \$500.00 (Friday, Sunday). \$500.00 Ceremony Fee applies. Chairs must be rented for ceremonies beyond 150 guests, at the expense of the bride and groom.

10. CEREMONY

There is a \$500.00 ceremony fee applicable when hosting your ceremony at any location on Knollwood property (indoor or outdoor). The ceremony fee includes access to club amenities, parking, and the rental, set-up and tear-down of white wedding chairs along with a draped registry table. Tents and alternative decor or furniture are not included. The bride and groom must rent additional chairs beyond 150.

11. MENU SELECTION

The reception menu must be confirmed no later than two weeks prior to your event. The patron is responsible for ensuring that the Director of Events receives this information in the suggested time-frame.

12. CHILDREN AGES 4 – 12 / YOUNG ADULTS AGES 13 – 18

We will provide children ages 4 – 12 with a special menu. The Restaurant has high chairs and booster seats to accommodate younger children. All children and infants **MUST** be accompanied at all times by an adequate number of responsible adult guests. We recommend that young adult guests ages 13 – 18 partake in the same meal as adults but will exclude inclusive bar packages.

13. FOOD & BEVERAGE

All food and beverages consumed on the property must be provided by Knollwood Golf Club with the exception of wedding cake/cupcakes. All alcoholic beverages consumed on the property must be purchased through the club's license and must be recognized by the LCBO.

14. DRESS CODE

Knollwood Golf Club does not have a formal dress code but requires that all guests wear shoes and full coverage clothing at all times and adhere to the formality of the event. In the event of an outdoor ceremony or reception held in a grassy area, we highly recommend that ladies wear wedge heels or flats. High heels and stilettos are not recommended. We encourage patrons hosting outdoor events to inform their guests of the suggested attire.

15. LIQUOR CONSUMPTION

Knollwood Golf Club prohibits the service of alcoholic beverages prior to 11:00 AM and after 1:00 AM, Monday through Sunday. Knollwood Staff reserves the right to refuse service to any guest who shows signs of intoxication and reserves the right to escort this guest safely off the property if necessary.

16. DECORATING

The use of nails, staples, glue and like material is not permitted on any walls, doors, posts, ceilings or any like objects on the property. All forms of confetti and fireworks are not permitted on the property. Open flame is not permitted: candles must be contained in votive holders or hurricane glass.

17. DELIVERIES & SET-UP

When it has been pre-arranged, Knollwood Golf Club will accept deliveries for your function. All delivered materials may only be delivered on the day the function is to take place at an arranged time. Deliveries made prior to the function date will not be accepted unless it has been arranged. All items must be clearly labelled with the function date and name of the patron.

18. MUSIC

All entertainment (live or recorded) is subject to the S.O.C.A.N. Tariff (Society of Composers, Authors and Music Publishers of Canada) which is determined by guest capacity. All music must be kept at a reasonable volume throughout your event. If holding an outdoor tented wedding reception, all DJ's must plug into Knollwood's speaker system and the volume must not exceed Knollwood's set levels. The DJ and Bride and Groom acknowledge that any excessively loud music may result in your event being shut down at Knollwood's sole discretion. Knollwood Golf Club reserves all rights as it relates to the level of sound amplification at all times. Amplified live music is not permitted in or around the tent with the exception of your ceremony.

19. LIABILITY

Knollwood Golf Club is not liable for the loss or damage to any property or equipment brought onto the property by the patrons and/or their guests.

20. FACILITY DAMAGE

The patron shall be held responsible for any damage to Knollwood property during their event and is responsible for the actions and/or conduct of their guests.

21. SECURITY

Knollwood Golf Club does not provide security. If you require security, you must make your own arrangements.

22. POLICY VIOLATIONS

Knollwood Golf Club reserves the right to inspect and monitor all events and to discontinue service in the event that a violation of any facility policy or provincial law is being made. In any such case the host is still liable for any outstanding balances.

