

Black Knight Country Club

Event Planning Guide

Thank you for considering Black Knight Country Club for your upcoming event or party. We host or cater more than 200 events each year. Our experience and attention to detail will help ensure that your event is as special as you have envisioned.

Room Capacities

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| Stand up reception with Hors d'oeuvres | 350-400 Guests |
| Dinner Buffet | 200-250 Guests |
| Served Meal | 150-200 Guests |

Black Knight Country Club can also host parties for smaller groups in our Directors' Room and Dining Room. All events and parties booked by non-members are subject to room charges. These fees cover set-up of the room and extra staff needed for the event.

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|---------------------|---------------------|--------|
| Ballroom | \$ 250 on Saturdays | \$ 400 |
| Dining Room | \$ 150 on Saturdays | \$ 250 |
| Directors' Room | \$ 75 on Saturdays | \$ 100 |
| Entire Second Floor | \$ 400 on Saturdays | \$ 650 |

Events and parties booked by members for members of the immediate family will not be subject to a room charge. **However, all members and non-members must pay a deposit in order to reserve the room for that date. Members' deposits will be applied to the total of all charges incurred. Deposits are not refundable.**

Events booked for non-members will require either a members sponsor (a current member who will agree to sponsor the event and be responsible for payment of the bill) or payment of an estimated bill for the event at least fourteen days in advance. Any additional charges or refunds will be calculated in the week following the event. We are able to honor time limits on open bar instructions, but we are unable to honor monetary limits on such items.

All food and beverage served at Black Knight Country Club must be provided by the club. The club will provide all linen, silver and glassware for the event. There will be no extra charge for such items such as staging. Your responsibilities will include flowers, decorations, music and printed napkins, if desired.

We have enclosed a list of menu suggestions. These suggestions are by no means exhaustive. We can accommodate a wide variety of tastes. Please note that each sheet contains pricing. **Prices may change without notice.** Once your event is planned, your pricing will be guaranteed for six months. There will be a 18% service charge and 6% sales tax added to all purchases.

Many questions will arise during the planning of your event. Please feel free to ask these questions as they arise. We will be happy to answer your questions or discuss options with you at any time.

Black Knight Country Club
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