



General Information & Policy's

Tastefully secluded amidst majestic pines and situated on a 1200-acre lake, Woodlake Country Club is the perfect place to hold your wedding, reception, rehearsal dinner, cocktail parties, dinners, luncheons, business and social organization meetings...or just about any occasion requiring fine service and attention to detail.

The elegant and stately Historical Oats House is available to you and your guests and offers unmatched ambiance in the Carolinas. The two-hundred-and-fifty year old Plantation House and our grounds are not only perfectly suited to elegant weddings, but the many luxurious two and three bedroom fully furnished condos offers that extra touch for you or your special out-of-town guests.

The Historical Oats House also offers its beautiful pool and cabana (overlooking the 1200 acre lake and world class Maples and Palmer championship golf course), and its available peninsula where wedding ceremonies and receptions are held.

Total Coordination

The staff at Woodlake Country Club is always available to assist you in the planning of a successful event. We would be pleased to arrange for audio-visual equipment and any other special requirements. A recommended vendor list will be provided to you to assist you in the arranging for specialty cakes, entertainment, flowers, ice carvings, photography, etc. All catering/dining and facility prices are subject to change without notice.

Policies

FOOD

All food and beverages served within Woodlake Country Club must be prepared and provided by the food and beverage personnel of Woodlake Country Club with the exception of wedding and/or grooms cakes. Any and all food that may be considered leftovers will be discarded and will not be allow to be removed by any party member (no doggie bag requests).

For seated meals, entrée selections are generally limited to 2 choices. The guaranteed number of each selection must be received 7 days prior to your event. It is the responsibility of the client to provide proper place cards to distinguish the selections ordered. All special dietary requests must be received 7 days prior to the event.

A minimum of 50 guests is required for buffets in order to assure guests of a well-stocked table and excellent presentation.

DECORATING

Your private reserved rooms will be available for setup and decorating 2 hours prior to your function, whenever possible. If your reserved room is being used for an earlier function, then set up/decorating will be available to you as soon as possible and as scheduled with the Banquet/Catering Manager. No decorations can be affixed to walls, woodwork or ceiling. No



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Woodlake Country Club furniture, artwork, etc. will be moved or removed. The Woodlake Country Club does not provide any decorations, including flowers, flower vases, place cards, table cards, etc. All items must be removed within 1 hour following the conclusion of an event.

GUARANTEE

Catering arrangements must be finalized 30 days in advance. Your final attendance guarantee must be received 7 days prior to your function. Cancellations and reductions made after this deadline will not reduce the final charges. Additions will be accommodated, if possible, at the applicable charge.

RECEPTIONS

Items that are traditionally tossed for departing newlyweds must be approved 7 days prior to the event and can only be tossed outside the Woodlake Country Club doors. The use of sparklers, birdseed or rice is strictly prohibited (bubbles or rose petals are suggested items).

CHANGING ROOMS

Changing rooms at Woodlake Country Club are not available. We will be happy to rent to you a 2-bedroom villa at 50% of the applicable nightly rate, subject to availability.

Rooms rented at the Woodlake Country Club are for accommodation purposes only and are limited to maximum guests per villa. Please confirm with rental department for actual guest count per villa, special rates will apply.

CEREMONY LOCATION CHARGES

Fees for your wedding ceremony, reception or other event: Please note, wedding ceremonies or functions are not permitted on the golf course grounds of Woodlake Country Club.

Historical Oats House at Woodlake Country Club	\$1,500
Peninsula	\$ 750
Pool Complex - In-season with lifeguard (4 hour maximum)	\$1,000
Pool Complex – Out-of-season with security (3 hour maximum)	\$ 750

Meeting Rooms will be complimentary with food and beverage service.

Without food and beverage service a setup and usage fee will be applied at \$5.00 per person.

RECEPTION LOCATION CHARGES

Outdoor functions must end by 10:00 p.m.

Tent rental costs are not included in location prices.

Chair and dance floor cost and setup are not included in location price.



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GUEST ROOM ACCOMMODATIONS:

If guest accommodations are required for your event, our rental department will be pleased to assist you with reservations. The Woodlake Country Club is delighted to coordinate and cater your wedding reception regardless of the marriage ceremony location.

ADDITIONAL ITEM REQUESTS

Requests for additional items that may be required must be received no later than 30 days prior to the function.