

Frequently Asked Questions - Banquet Events

How much of a deposit is required to book?

A deposit of \$250.00 is required for events of 50 guests & under, \$500.00 for events of 51-99 guests, and \$1,500.00 for events of 100 or more guests. Credit cards are not accepted for any event payment. Personal checks are accepted up until 15 business days before your event. For final payment made within 15 business days of your event, only cash, cashier's check, or money order will be accepted payable to: Friendly Hills Country Club. All deposits are cashed, held on your account, non-refundable and non-transferable. A date will be considered confirmed with return of a deposit and signed Terms & Conditions contract.

When will my damage deposit be returned?

As host engager, you are responsible for any damages incurred by the Club by you or your guests, including any damages involving the use of independent contractors arranged by the host or their representatives. The Club does not allow the use of glitter, confetti, bubbles, bird seed, rice, silly string, fake rose petals, and alike. The Club does not permit anything to be affixed to the walls, floors or ceiling with nails, staples, tape, etc. In case of damage, you will be obligated to pay the difference of any repair that might exceed your deposit on file. If no damage or additional bar, food, or guest expenses are incurred, your initial deposit will be returned to you within the first 10 to 14 days of the month following the conclusion of your event.

What are the Food & Beverage minimum requirements?

Food & Beverage minimums will vary depending on the day, date, time, and space(s) in request. **Please see your Event Manager for your established minimum expenditure.** All Food & Beverage must be provided by Friendly Hills Country Club and consumed on the premises. No food or beverage will be allowed to leave the facility with the client or guests. Outside food or beverage of any kind will be permitted at Friendly Hills Country Club only if the client has been given prior approval by the Event Team. Any number of guests and combination of food (i.e. event entree or buffet price, hors d'oeuvres, desserts, etc.) before the service charge and tax will count towards your minimum expenditure. PLEASE NOTE: menu and package pricing can be guaranteed 30 days prior to your event and all Food & Beverage selections are subject to a 20 percent service charge and 9.50 percent tax (or current sales tax) in accordance with the California State Board of Equalization Regulation No. 1603

When do we meet to coordinate details?

Menu, timeline, and details for the event order and floor plan should be set at least 30 days prior to your function. Final guest count and selections are due no later than seven (7) business days before the event and will NOT be subject to reduction. If no final details or count are received, the menu and order will be based on the initial estimate created to meet the required food & beverage minimum.

Is there a required dress code to follow?

Hosts are responsible for seeing that their guests adhere to the Club dress code. The following types of clothing are prohibited in the Clubhouse: Flip Flops, T-Shirts, Tank Tops, Halters Tops, Warm-up Suits or Bathing Suits. Hosts are responsible, but not limited to, seeing that their guests conform to the Club dress code and stay in appropriate event areas.

Who will be running our event?

While full coordination services are not provided by the Club, our Event Team will guide you through the planning and set up details to put together an event order and floor plan. Day of event, Friendly Hills Country Club will have a Manager to oversee your event. Although your guests may ask any of our Team for assistance, the Manager will be your main point of contact for the day, using the event order that you have previously signed and approved. For Event Coordinator recommendations please see our list of Vendor Partners.

Does FHCC help us set up/cleanup for our event?

Our team is available to assist with the room set up and clean up (tables, chairs, linens, tableware, side tables, etc.) and would be happy to help set up alphabetized place cards, your cake cutting & champagne flute set, and light candles, however we are NOT available to set up centerpieces, flowers or additional table and room décor. Ladders and setup materials are not provided by the Club. If you are not working with a coordinator, we do recommend you assemble a family/friend team that will be responsible for the delivery, set up, and packing up of all your decorative and personal items as FHCC is not responsible for any items left on site. For Event Coordinator recommendations please see our list of Vendor Partners.

Does FHCC have specific vendors we are required to work with?

For specialty linens, chairs, draping & rentals, we have set partners. We are open to you working with any professionals that follow our guidelines, and recommend that all vendors have a current business license and insurance.

Are candles allowed in the Clubhouse?

Candles are permitted so long as they are in an enclosed votive or hurricane vase vessel. The flame and wick must not be exposed above the vase. Abiding by the Los Angeles County Fire Department rules, we do NOT allow any open flames like tapered candles, exposed pillar candles, or tea lights in short votives.

What happens if our guests arrive early?

FHCC will do our best to accommodate any early arriving guests; however we will still follow your contracted service times and may be finalizing the details of your designated setup. A water station may be available to enjoy. Please note that guests will not be able to purchase liquor or beverages prior to your event start.

What if I need to cancel my event?

Deposits are non-refundable when canceled more than twelve (12) months prior to the scheduled event date. If cancelled six (6) months up to twelve (12) months prior to the scheduled event date, 50% of the food and beverage minimum, plus applicable sales tax and service charges, will be due to the Club. If cancelled three (3) months up to six (6) months prior to the scheduled event date, 75% of the food and beverage minimum, plus applicable sales tax and service charges, will be due to the Club. If cancelled less than three (3) months prior to the scheduled event date, 100% of the food and beverage minimums, plus applicable sales tax and service charges, will be due to the Club.