

Trilogy at Vistancia has established the following guidelines for private functions. These guidelines will ensure that your private function is enjoyable and worry free.

### **Event Planning**

Arrangements for all Private Events must be handled through our Catering Office. In order for our staff to effectively plan and execute your function, the final details must be confirmed no later than one month in advance of your reserved date.

### **Room Requirements and Minimums**

To ensure that your function is, indeed, "private," we request that all activities be confined to your reserved room(s). All private function rooms reserved for daytime events must conclude by 2:00pm, and evening events must conclude by 12:00am. Trilogy at Vistancia reserves the right to reassign your room if the guarantee drops more than 15% of expected number of guests or increases beyond the capacity of the room reserved.

### **Prices**

All prices listed do not include service charge and sales tax, and are subject to change pending substitutions made by the host or hostess. An additional 20% service charge and 2.3% sales tax will be applied to all Private Events. Prices are guaranteed if planned within sixty (60) days prior to your function date. All prices quoted beyond sixty days prior are subject to change without notice due to market fluctuation.

### **Amenities**

All rooms come with round tables seating 8-10 people, chairs, white table linens, dance floor, bar and audio/visual equipment.

### **Music**

Bands or DJ's playing outside must conclude by 10:00pm. Only light background music may be played outside until 10:30pm.

### **Menus**

Menus listed are offered as guidelines. Menus and pricing are subject to change due to market demand. All private parties greater than twelve persons are required to order a set menu in advance with the Catering Office.

### **Schedule of Payments**

1. A non-refundable deposit (remove \$250 or 10%) is due...
2. All functions require 100% of the anticipated balance (less your advance deposit) thirty days prior to your event. Any additional money owed will be due upon receipt of final invoice. Any overage in payment will be refunded within 10 days after your event.

### **Guarantees**

Your attendance guarantee must be made 72 hours in advance. In the event we do not receive your guarantee three (3) business days in advance, the guarantee will be the last figure given. The minimum charge for your function is based on the guarantee or the actual number of guests in attendance, whichever is greater.

**Cancellation Policy**

Parties that are cancelled more than 90 days prior to the event will forfeit their deposit.  
Parties cancelled from 89 to 30 days prior to the event are charged 25% of the anticipated bill.  
Parties cancelled from 29-15 days prior to the event are charged 50% of the anticipated bill.  
Parties cancelled within 14 days of the event are charged 75% of the anticipated bill.  
Please refer to any Food & Beverage Minimum that is applicable to your event.

**Food & Beverage**

Arizona State Law makes it illegal for a customer to bring alcoholic beverages onto the licensed premises. No estimations can be assumed for an open bar for a private function. Beverage billing will be based on actual consumption. Proper identification is always required for all guests who are of legal drinking age.

**Dress Code**

The Club's dress code is Country Club Casual. Your specific event may dictate the dress code for your guests.

**Security**

Your event must be conducted in an orderly manner in full compliance with applicable laws, regulations, and club policies. Trilogy at Vistancia will assume no responsibility for articles brought into Trilogy at Vistancia by any person. Any club property damaged or removed from the building or surrounding areas is the financial responsibility of the event host or hostess.

**Decorations**

We ask that all decorations be confined to your specific room(s) reserved for your function. Additionally, all decorations must be limited to tabletop or freestanding displays that do not require fixation to walls or furniture. All candles must be enclosed in glass. Since Trilogy at Vistancia cannot be responsible for any personal items, all decorations should be delivered to Trilogy at Vistancia the day of your function and taken with you upon departure. Trilogy at Vistancia will not be held responsible for any articles left after an event.