

~MY JOY LUXURY EVENTS ~

CHESAPEAKE GOLF CLUB

Event Hall Room Rental FAQs Sheet

• **How do I schedule a tour?**

- No appointment is needed. You may enter the building through the Wolf Den Grill (blue door) and view the venue on your own during Wolf Den Grill business hours.
- If you would like to schedule a guided tour, please call 757-724-7265.

• **How do I reserve the venue?**

- \$500 non-refundable retainer fee and signed contract required
- Reservations are first-come, first-serve

• **When are payments due?**

- 30 days before event: 50% of total balance due
- 10 days before event: Remaining balance + \$250 refundable security deposit due
- Refund of security deposit is issued within 14 days if no charges apply

• **What is your cancellation policy?**

- Active-duty military: payments refundable with orders, up to 60 days before event

• **What is the time allotted for event use?**

- Event time limit: Maximum of 4 hours for the actual event
- Setup access: 2 hours prior to event start time allowed for decorating and setup
- Cleanup time: 1 hour after event end for cleanup and departure

• **How many people can each room hold?**

- Cedars Room capacity:
 - w/ Dance Floor – 150; w/o Dance Floor – 170; Ceremony Seating -180
- Fairlawn Room capacity:
 - w/ Dance Floor – 80; w/o Dance Floor – 100; Ceremony Seating - 160
- Gazebo Garden capacity:
 - Ceremony seating - 150; Special Occasion Party - 60

• **Is audio/visual equipment included?**

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- Bluetooth speaker and microphone included
- 65-inch television is available upon request
- **Can I bring my own décor?**
 - Yes, with restrictions:
 - No silk petals, rice, confetti, glitter, sparklers
 - No tape, nails, staples, or tacks (Command Strips allowed with approval)
 - No removal of furniture or carpet
 - Battery-operated candles/lights only
 - All décor must be removed post-event to avoid charges
 - All rooms come with tables and chairs. Black or white chair covers provided.
- **Does the venue offer catering?**
 - Wolf Den Grill is the exclusive in-house catering provider for the venue. Clients may choose from our catering menu and will be billed separately.
 - Catering servers can be added for an additional fee for 2 hours allotted time.
- **Can I use my own caterer?**
 - Yes, you can use a licensed outside caterer by purchasing a **\$500 Food Buyout**. The Food Buyout permits outside catered food only and does **not** include kitchen access, food preparation space, equipment, utensils, or venue staff.
 - All outside caterers must be approved by the MJLE, have insurance and comply with applicable health and safety regulations.
- **Who handles cleanup?**
 - Client must remove all belongings immediately after event
 - Venue not responsible for items left behind
- **Will the venue take photos of my event?**
 - Staff may take/use event photos for marketing
 - Clients can opt out with written notice

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- **What happens in an emergency (Force Majeure)?**
 - Natural disasters or emergencies handled case-by-case
 - Rescheduling may be offered with proof of hardship
- **Who is liable for damages or misconduct?**
 - Client is responsible for all guest and vendor actions
 - Lewd, illegal, or dangerous behavior may result in event shutdown without refund
 - Other animals permitted outdoors with proper care
- **What is your smoking policy?**
 - No smoking indoors or in food/beverage areas
 - Smoking allowed only 50+ feet from entrances
- **Do my vendors need insurance?**
 - Yes, vendors must submit a Certificate of Insurance (COI) and signed contract
- **Do I need event insurance?**
 - Yes, must be purchased at www.wedsure.com
 - COI due 30 days before event

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