



Room Rental Rates and Information

- Room Rental Rates are for 4 (four) hour events. Additional time will incur an additional \$100/hour fee. Included are 2 hours of set up and preparation before the event and 1 hour of clean up after the event. Rates are listed as Day (7am to 4pm)/Night (4pm to 11pm).

Monday – Thursday 100/200

Friday & Sunday 200/400

Saturday 400/800

- Daytime events will be held in the dining room.
- Use of the driving range for special events will incur a fee of \$150/weekday or \$300/weekend. Honeybee Golf Club General Manager must approve any request for use of the driving range.
- Tastings are reserved for events that have 80 or more guests with a signed contract and \$500 deposit. That tasting will be for 3 people (typically bride, groom, & coordinator). Up to 3 more guests can be invited for an additional \$25 per person. If the tasting is for 3 people, that tasting will be considered complimentary.
- If we do not yet have a signed contract and \$500 deposit at the time of the tasting, there will be a \$25/person charge that will be applied towards the cost of the event.
- There will be a \$200 ceremony fee.
- Ceremony chairs may be rented for \$3 per chair.
- Use of the golf course for photos is permitted, HOWEVER, it is likely that there will be active golfers and you must plan your time accordingly not to interfere with rate of play for golfers. We are not responsible or liable for injuries incurred.
- Tables and seating for 80 guests. There may be additional charges for parties exceeding 80.
- Mid-length linens of black, white, or ivory, as well as cloth napkins are included. Custom linens will incur additional charges.
- Glassware, silverware, plateware, serveware, and barware for 80 guests. There may be additional charges for parties exceeding 80.

- Cake and gift tables available.
- Use of wall mounted television with HDMI cable available for hook up to your computer.
- Star Spangle Catering staff will not handle outside items including but not limited to electronics, décor, food or beverages. Star Spangle Catering is not responsible for any damages of outside items.
- Limited access to kitchen, refrigeration for cold storage & ovens for hot storage to help maintain current food temperature. Access to ice machine is allowed.
- Outside caterers must send a staff member for all food handling and responsibilities. Outside caterers will bring food ready to be eaten, and understand that no cooking or food prep of any kind is allowed in Star Spangle Catering's kitchen.
- Outside vendors are able to bring in food and non-alcoholic beverages. Chafers and 2 hour sternos are available to rent for \$8 each (max 6). 2 gallon beverage dispensers are available to rent for \$8 each (max 3). We require a sign on the buffet to display the name of the vendor/caterer providing the food.
- Staff members are required to help maintain adequate dining room appearance for \$75 for 2 hours of setup, 4 hours of service and 1 hour of cleanup. For each additional hour, a charge of \$20 per staff member will be added. (1 staff member is required per 25 guests).
- Outside DJ/Entertainment services are permitted as long as they are licensed and insured (documentation is due 7 days prior to event date).
- Maximum guest occupancy is 150 per Virginia Beach Fire Department
- Ample parking
- Designate a non-drinking driver before your event. Remind others to do the same. Do not drink and drive. Your car may stay overnight without risk of being towed.
- Podium available
- Customized room set up is included with floor plan agreed upon 7 days prior

I have read and understand the above requirements and agree to comply with all terms.

Client Name _____

Client Signature _____ Date _____

Star Spangle Catering Inc Representative _____

Star Spangle Catering Inc Signature _____ Date _____