

# COLUMBIA COUNTRY CLUB

*Address: 135 Columbia Club Drive West - Blythewood, SC 29016*

*Phone: 803.754.8100      Website: [columbiacountryclub.com](http://columbiacountryclub.com)*



*We would like to thank you for expressing an interest in Columbia Country Club as a venue for your special event. With over fifty years in the catering and special events business, we proudly stand behind our superior quality of service.*

*We invite you to examine this guide in order to become acquainted with the variety of services and menu options that Columbia CC offers. The following pages should serve as a guideline from which we can help you plan an event that is specifically tailored to your wishes.*

*Should you have any questions or would like to arrange a meeting date and time, please contact our Events Director for more information.*

***Heather Lathrop***

*Director Of Special Events & Food Services*

[heather@columbiacountryclub.com](mailto:heather@columbiacountryclub.com)

# COLUMBIA COUNTRY CLUB

## VENUE INFORMATION

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Columbia Country Club remains one of very few fully private, full-service country clubs in the midlands. Although privately member owned, Columbia Country Club invites our friends in the community to enjoy the beauty of our facilities for special occasions such as weddings, showers, business meetings, luncheons and banquets. Should you be in the planning stages of a special event, please contact us as we would love to be a part of your special day.

### AVAILABLE SPACES TO RENT:

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#### Outdoor Ceremony Setup Overlooking Golf Course

Ceremony Only: \$600

Ceremony In addition to Reception: \$350

*Ceremony fee includes 100 padded white wedding chairs arranged outdoors on the golf course chipping green area. Additional chairs beyond the 100 included may be rented for a fee of \$2.50/chair.*

#### Palmetto Ballroom: \$3000

*Room Capacity: 250 Guests*

*Fee includes four hours of event time.*

*Fee includes all necessary tables & chairs, event setup/breakdown/clean-up, event staff as well as all flatware, glassware & china (if CCC catering is used)*

#### Conference Room: \$400

*Room Capacity: 25-30 Guests*

#### Conference Room & Dance Floor Combo: \$700

*Room Capacity: 60-70 Guests*

#### Member Dining Room: \$750

*Room Capacity: 70 Guests*

*Limited availability – please see management for specifics.*

#### Screened-In Porch: \$350

*Room Capacity: 50 guests*



# RENTAL SPACE SPECIFICATIONS

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The **Palmetto Ballroom** features a 45' by 63' carpeted area as well a permanent dance floor that measures 30' by 45'. This allows 4185 square feet of useable space in the Palmetto Ballroom. This room features dual picture windows with one overlooking the golf course and the other accenting the Olympic Sized Swimming facility.





The **Member Dining Room** has two sections: the front measures 40' by 30' and the rear, 21' by 21'. The total area is 1640 square feet. This room features a 30' picture window that looks out onto the golf course – just beautiful for any occasion.



The **Screened-In Porch** provides access to both the Palmetto Ballroom and the Member Dining Area. The area is furnished with ceiling fans, allows for access to the golf course, and measures 15' by 75'.





The **CCC Conference Room** is an enclosed area within the Palmetto Ballroom which provides a private area for more intimate gatherings/meetings. The hardwood floored room measures 15' by 45', or 675 square feet.



The **CCC Conference Room & Dance Floor Combo** is an enclosed area within the Palmetto Ballroom which provides a private area for events with groups up to 70 guests. The entire area is hardwood floored and measures 30'x45'.



# BOOKINGS / CANCELLATIONS

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In order to lock in an event date, Columbia Country Club requires:

1. An Event Contract signed by both the event host and CCC club manager.
2. The room rental fee associated with the space being rented to be paid in full at the time of booking. Cash, check and credit cards (no AMEX) are acceptable means of payment.

The above room rental fee is non-refundable. If you choose to cancel your event once the above mentioned contract is signed, the paid room rental fee will NOT be refunded under any circumstances.

If you cancel your event within 30 days prior to your event, funds paid will NOT be refunded.

If you wish to move your outdoor ceremony indoors due to inclement weather, a two hour notice must be given in order to provide a secondary set up, free of charge. Should you not meet the two hour mark and you wish to relocate after your requested ceremony site is already arranged, a secondary ceremony setup fee will apply.

## EVENT SPECIFICATIONS & BILLING

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Finalized details regarding your event as well as event payment (in full) must be completed 30 days prior to your event date. The following must be solidified on or before the said 30 day mark:

Final Guest Count

Final Time Block

Final Food & Beverage Selections

Final Linen & Chair Cover Selections

Finalized Room Setup (table/chair arrangement, room setup, AV needs)

Finalized Event Schedule (vendor arrival, guest arrival, food time frame, etc)

Final Payment

## FOOD & BEVERAGE REGULATIONS

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All beer/wine/liquor products must be purchased through Columbia Country Club and served by Columbia Country Club staff.

Food provided by Columbia Country Club catering may not be taken off site after any event.

Columbia Country Club catering provides a wide array of food and beverage options for any event – small, large, casual, formal, family-friendly, theme-based and more! However, if you wish to use a vendor other than Columbia CC for your food service needs, outside catering is allowed.

Outside catering requirements:

1. Outsourced catering may only be done by a licensed and insured catering company.
2. A waiver of liability must be signed by the outsourced catering company, removing Columbia Country Club from any liability surrounding food service issues.
3. If outside catering is used, access to the Columbia CC kitchen facilities is not permitted. Therefore, all catered items must properly be cooled and heated for the duration of the event per DHEC rules and regulations.
4. Columbia Country Club flatware, glassware and china will not be offered if outside catering is used. The event host or hired caterer must provide these items.
5. A per person fee will apply to all events selecting outside catering. This fee ranges from \$5-\$10 per person depending on the time of day and level of service provided.

## SET UP & SERVING TIME

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All event setups will be completed by a time agreed upon by both the host and the CCC Events Manager. Access of event space prior to event start time by event host ranges based on day, time and availability. Any changes to the originally agreed setup on the day of the event are subject to a \$300 surcharge. All Hors D'oeuvres setups and lunch/dinner buffets will be provided for a two hour period of your choice, per DHEC regulations. We pride ourselves on meeting the serving time outlined in your contract. If you need to delay the serving time, please advise our event coordinators immediately to insure the quality, taste, and presentation of your food.

## VENDORS & DECORATIONS

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As a venue and catering company, Columbia Country Club does not provide event planning services, event décor, floral, entertainment or baking (wedding cake) services. That said, event hosts are welcome to outsource these services for their event. A list of all outsourced vendors must be supplied to Event Director no later than 30 days prior to your event for approval.

All outside vendors are responsible for the packing up and cleaning up of their services and equipment. Vendors have precisely 30 minutes to vacate the Columbia Country Club property after the conclusion of the rented time frame. Failure to comply with this timeline will result in a \$200 per 30 minute surcharge billed to the event host. Columbia CC will not be responsible for any items left behind by guests or vendors.

To preserve the beauty of the clubhouse we request no nailing, tacking or taping to the walls, ceiling or any other part of the building without approval from CCC Management. The host will be financially responsible for any damage to the facility in misuse of decorations.

Advance event setup time is dependent upon Columbia Country Club's booking schedule. Please ask Management for time frame of scheduled events other than yours to determine these specifics.

## LINEN & CHAIR COVER SERVICES

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Columbia Country Club linen and chair cover services are optional. The fees for these services are in addition to your room rental fee.

Table Linen: \$20 per each 60" round table setting

This fee includes 1 90" round poly/cotton cloth and up to 10 cloth napkins.

The 90" cloth is available in white or black. Please see management for available napkins colors.

*Floor length linen (108" or 120") available upon request for additional fee.*

*Linen selections to match your event theme is available upon request. Fee will depend on selections.*

Cocktail Table Linen: \$20 per spandex table cover (black or white)

Banquet Table Linen: \$10 per spandex table cover (black or white)

Chair Covers: \$3.50 per spandex cover (white or black available)

The above fee includes both a chair cover and a colored band of your choice.

## CAKE CUTTING SERVICE

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Columbia Country Club offers our event hosts the service of cake cutting for \$2 per guest.

This fee includes professional cutting service, china plates, silver forks and cocktail napkins.

If you do not select cake cutting services, you will be responsible for cake knife, serving forks & plates.

## TAXES & GRATUITY

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All events are subject to a 10% sales tax and 20% gratuity.





# **COLUMBIA COUNTRY CLUB'S GUIDE TO CATERING SERVICES**

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## *Chef's Notes:*

*Due to market increases, Columbia Country Club Food and Beverage pricing is subject to change at any time. Any and all price changes made to this guide will be discussed with you at the time that you solidify your event menu and will remain fixed after that point.*

*If you desire specific food or beverage items not found in our planner, please be sure to mention to our staff as we are happy to honor special requests.*



# BEVERAGE & BAR OPTIONS

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You will be billed for all guests 21 years of age and older.

All cups, beverage napkins, mixers, soda, juices, straws, and garnishes will be provided. A 20% gratuity will be added to all bar options except the cash bar.

## BARTENDER FEES

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**\$30/hour per bartender**

(1 bartender for 50 guests, 2 bartenders for 100 guests, etc.)

## OPEN BAR – BEER & WINE

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La Terre Wine Options: Merlot, Cabernet, Chardonnay & Pinot Grigio

Beer Options (canned): Bud Light, Budweiser, Michelob Ultra, Miller Lite,  
Coors Light & Yuengling

**\$25/person to include the options listed above**

**\$28/person to add 2 premium beer options or additional wine varietal**

## OPEN BAR – BEER, WINE, AND LIQUOR

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La Terre Wine Options: Merlot, Cabernet, Chardonnay & Pinot Grigio

Beer Options (canned): Bud Light, Budweiser, Michelob Ultra, Miller Lite,  
Coors Light & Yuengling

House Brand Liquor: McCormicks Vodka, Fleishman's Gin, Admiral Nelson  
Rum, Montezuma Tequila, Benchmark Bourbon, Canadian LTD Blended  
Whiskey & Scoresby Scotch

**\$30/person for above listed items**

***Option to all call or top shelf liquor for additional fee***

## CASH BAR

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*With this option, the event host pays the bartender fee, while guests are responsible for their individual drinks. The prices will vary based on the selections you wish to offer your guests. Please find a range to review below:*

**Beer: \$3.50-\$6 Range**

**Wine: \$6-\$9 Range**

**Liquor: \$7-15 Range**

## **LIMIT BAR**

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With this option, event hosts can set a pre-determined amount to spend on their bar. This amount needs to be set and paid for at the 30-day mark. Once the pre-set dollar amount is reached, the host has the option to close the bar, add funds or switch to cash bar. If the pre-set amount is not reached, event hosts will be reimbursed the unused amount.

## **MASTER TAB**

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With this option, event hosts provide a bar for their guests with a running tab. The bartenders generate a tab based on the drinks made. The tab runs throughout the event and the collective amount (plus tax and gratuity) **MUST BE** paid for at the end of the event.

## **SPECIALTY BARS**

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*Specialty bars listed below can be offered for a per person fee.  
Fees will vary depending on alcoholic selections.*

**MIMOSA - Perfect for Bridal & Baby Showers**

**BLOODY MARY – Perfect way to start your morning golf outing**

**MARTINI BAR – Perfect for a festive holiday get together**

**MARGARITA – Great for a summertime neighborhood girls night**



# BUFFET OPTIONS

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*Breakfast \* Lunch \* Dinner*

## **BREAKFAST BUFFET OPTIONS**

### **CONTINENTAL BREAKFAST**

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**\$12 Per Person**

Fresh Fruit  
Assorted Danishes & Muffins  
Bagels & Cream Cheese  
Complimentary Drink Station: Coffee & Water  
Add Juices +\$1

### **BREAKFAST BUFFET**

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All buffets require a 25 guest minimum

**\$18 Per Person**

Scrambled Eggs  
Southern Style Grits  
Home Fries or Hashbrowns  
Biscuits & Jelly  
Choice of (2): Applewood Smoked Bacon, Sausage, or Ham  
Complimentary Drink Station: Coffee, Tea & Water  
Add Southern Fried Shrimp & Yellow Stone Ground Grits +\$4  
Add Omelet Cooking Station +\$5  
Add Juices +\$1

# **LUNCHEON BUFFET OPTIONS**

*All Luncheon Buffets MUST be served by 2pm.*

*All Luncheon Buffets are served with a complementary tea, water and lemonade drink station. Luncheon Buffets do not include salad or salad bar.*

## **Lunch Entrée Choices:**

Southern Fried Chicken  
Roasted Chicken Lasagna  
Herb Roasted Chicken  
Slow Roasted Pot Roast  
Sliced Eye of Round with Root Vegetable Demi-Glace  
Seafood Pot Pie  
Roasted Wild Salmon w/ Tarragon Cream  
Pulled BBQ Pork  
St. Louis Style Pork Ribs

## **Starch Choices:**

Herb Roasted Yukon Gold Potatoes  
Roasted Garlic Whipped Potatoes  
Bacon & Cheddar Mashed Potatoes  
Penne Pasta Gratin  
Saffron Steamed Rice  
Low Country Dirty Rice  
Steamed Rice  
Macaroni & Cheese  
Yellow Stone Ground Grits

## **Vegetable Choices:**

Smoked Pork & Apple Cider Collard Greens  
Stewed Green Beans w/ Applewood Smoked Bacon  
Squash Casserole  
Vichy Carrots  
Asian Stir Fry Vegetables  
Southern Succotash  
Vegetable Medley

## **A Two Item Buffet Includes:**

2 Entrees of Choice  
2 Starches of Choice  
2 Vegetables of Choice  
Rolls & Butter

**\$20**

## **A Three Item Buffet Includes:**

3 Entrees of Choice  
2 Starches of Choice  
2 Vegetables of Choice  
Rolls & Butter

**\$22**



# **DINNER BUFFET OPTIONS**

*All Dinner Buffets are served with a complementary tea, water and lemonade drink station. All Dinner Buffets include a full salad bar.*

## **Dinner Entrée Choices:**

Chicken Florentine  
Southern Fried Chicken  
Herb Roasted Eight-Way Chicken  
Grilled Chicken Breast w/ Exotic Mushroom Pan Demi-Glace  
Asian Chicken Stir Fry with Oriental Vegetables  
Sliced Honey Baked Ham with Mango Chutney  
St. Louis Style Pork Ribs  
Stuffed Pork Loin w/ Spinach, Mozzarella Cheese & Roasted Tomatoes  
Grilled Marinated Sliced Flank Steak w/ Chimmichuri (or Steak) Sauce  
Pot Roast w/ Root Vegetable Reduction  
Homemade Beef Pot Pie  
Italian Sausage, Chicken or Vegetable Lasagna  
Low Country Shrimp & Grits w/ Yellow Stone Ground Grits  
Fried Local Flounder  
Roasted Wild Salmon w/ Tarragon Cream Sauce  
Quick Fried Low Country Crab Cakes with Cajun Remoulade

## **A Two Item Buffet Includes:**

2 Entrees of Choice  
2 Starches of Choice  
2 Vegetables of Choice  
Rolls & Butter  
**\$30**

## **A Three Item Buffet Includes:**

3 Entrees of Choice  
2 Starches of Choice  
2 Vegetables of Choice  
Rolls & Butter  
**\$32**

*See Previous Page for list of Starches & Vegetables to choose from.*

*Assorted Desserts can be provided for an additional \$4/person.*

# PLATED OPTIONS

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## **PLATED LUNCHEON OPTIONS**

*All plated luncheon options must be served by 2pm.*

*All plated lunches are served with warm rolls & butter.*

*All plated lunches are served with complementary tea & water.*

*Luncheon plates do not include a salad unless so stated.*

### **Salad Plate**

Our homemade chicken or tuna salad accompanied with fresh fruit, mixed greens, tomatoes, cucumbers served with your choice of dressing.....\$11

### **Grilled Caesar**

Grilled chicken breast or wild salmon, crisp romaine, croutons and parmesan tossed in a creamy Caesar dressing.....\$10/\$12

### **Grilled Wild Salmon**

Grilled 6oz wild salmon with fresh asparagus, Yukon gold roasted potatoes and tarragon cream sauce .....\$14

### **Roasted Chicken**

Roasted chicken breast with broccolini and garlic mashed potatoes with an oyster mushroom pan demi-glace.....\$13

### **Baked Quiche**

Choose From:

Ham and Cheese - Cheddar and Broccoli – Bacon, Mushroom and Spinach  
Served with a house salad and fresh fruit.....\$11

### **Homemade Pot Pie**

Individual pot pie with your choice of chicken, beef or seafood medley and a petite mixed green salad.....\$13/\$13/\$15

### **Stuffed Pork Loin**

Roasted tomato, spinach & mozzarella cheese stuffed loin with roasted Yukon gold potatoes and hericots verts.....\$14

### **Roast Beef**

Sliced Roast Beef with a root vegetable demi-glace with roasted Yukon gold potatoes and fresh and fresh asparagus.....\$13



## **PLATED DINNER OPTIONS**

All plated dinners are served with warm rolls & butter

**Each plated dinner is served with a garden salad with your choice of dressing as well as the accompaniment of one starch & one vegetable.**

(Refer back to the buffet page for your starch & vegetable options)

<i>Wild Mushroom Ravioli</i>	<i>\$23</i>
<i>Chicken Florentine</i>	<i>\$24</i>
<i>Chicken Parmesan</i>	<i>\$25</i>
<i>Stuffed Pork Loin (roasted tomato, spinach &amp; mozzarella cheese)</i>	<i>\$26</i>
<i>12oz Beeler's Farm Pork Chop</i>	<i>\$26</i>
<i>12oz New York Strip</i>	<i>\$30</i>
<i>8oz Filet Mignon with Demi-Glace</i>	<i>\$32</i>
<i>8oz Filet Mignon with Garlic Shrimp</i>	<i>\$40</i>
<i>Cornmeal Crusted Grouper w/ Nantau Sauce</i>	<i>\$28</i>
<i>Roasted Wild Salmon with a Tarragon Cream Sauce</i>	<i>\$29</i>
<i>Fried Local Flounder w/ Cajun Remoulade</i>	<i>\$29</i>
<i>Low Country Crab Cakes with Cajun Remoulade Sauce</i>	<i>\$32</i>
<i>Shrimp and Scallops with Roasted Garlic Butter</i>	<i>\$32</i>
<i>Low Country Shrimp &amp; Yellow Stone Ground Grits</i>	<i>\$28</i>
<i>Shrimp Scampi</i>	<i>\$28</i>

# **HORS D'OEUVRES PLATTERS**

## **FRESH FRUIT DISPLAYS**

*Assortment of Seasonal Fruit Artfully Displayed*

Small.....\$75      Medium.....\$150      Large.....\$200

## **GARDEN FRESH VEGETABLE DISPLAYS**

*Garden Fresh:*

Cherry Tomatoes, Celery, Carrots, Broccoli, Cauliflower, Button Mushrooms

Small.....\$75      Medium.....\$150      Large.....\$200

## **ASSORTED CHEESE DISPLAYS**

*Tier One Cheeses:*

Havarti, Gouda, Muenster & Sharp Cheddar Cubed Cheeses

Small.....\$75      Medium.....\$150      Large.....\$200

*Tier Two Cheeses:*

Fresh Cut Fontina, Buttermilk Bleu Cheese, Aged Asiago, Smoked Gouda  
& Creamy Goat Cheese w/ Homemade Pepper Jelly

Small.....\$100      Medium.....\$175      Large.....\$225

## **CHARCUTERIE BOARDS**

*Selection of tier two cheeses, sliced meats, pickles, crackers, jellies*

Small.....\$200      Medium.....\$250      Large.....\$300

**SERVING SIZES:**

Small – Up to 50 People    Medium: 50-100 People    Large – 100-150 People

# **HORS D'OEUVRES SELECTIONS**

## ***Warm Dip Selections – Per Person – Replenished For 2 Hours***

Warm Swiss Cheese, Garlic & Artichoke Dip.....\$7 per person

Low Country Crab Dip.....\$8 per person

Pimento Cheese Dip.....\$6 per person

Creamy Spinach Dip.....\$6 per person

## ***Appetizer Selections – Per Person - Replenished For 2 Hours***

Cocktail Shrimp w/ Homemade Cocktail Sauce.....\$8 per person

Western Meatballs – BBQ, Swedish, or Sweet & Spicy.....\$6 per person

Chicken Tenders with Honey Mustard.....\$6 per person

Stuffed Mushrooms with Chorizo & Mozzarella.....\$8 per person

Teriyaki Chicken Skewers.....\$7 per person

Grilled Sesame Shrimp Skewers.....\$9 per person

Miniature Lump Crab Cakes with Cajun Remoulade.....\$9 per person

Jumbo Chicken Wings (choice of three sauces).....\$7 per person

Grilled Beef, Pepper & Onion Skewers.....\$8 per person

Bacon Wrapped Scallops.....\$9 per person

Miniature Buttermilk Biscuits with Country Ham & Pimento Cheese.....\$6 per person

Lemon Pepper Roasted Filet of Salmon served w/ Toast Points & Herb Cream Cheese....\$7 per person

Herb & Dijon New Zealand Lamb Chops.....\$35 per pound

Chicken Salad Phyllo Cups.....\$3 per person

Warm Pimento Cheese Sliders.....\$4 per person

Cherry Tomato & Fresh Mozzarella Skewers.....\$4 per person

Fried Deviled Eggs w/ Applewood Smoked Bacon.....\$4 per person

Fried Chicken Salad Mini Croissants.....\$4

Chilled Shrimp Salad on Mini Croissant.....\$5

Thinly Sliced Roast Beef Sliders on Toasted Brioche Buns.....\$5

# **CHEF ATTENDED ACTION STATIONS**

*\$75 Chef Fee Per Action Station Applies*

## **COOKING STATIONS:**

### **Shrimp & Grits Cooking Station \$15/Person**

Fried local shrimp w/ yellow stone ground grits

Toppings: cheddar cheese, bacon, scallions, bell peppers

### **Pasta Cooking Station \$13/Person**

Your choice of two sauces, two pastas & two proteins

Sauces: Hearty Marinara, Scampi, Pesto, Garlic Alfredo

Pastas: Penne, Farfalle, Linguini

Proteins: Grilled Chicken, Chopped Clams, Shrimp

### **Asian Stir Fry Station \$13/Person**

Steamed rice or lo Mein noodles

Your choice of two proteins: shrimp, pork, chicken

Toppings: sugar snap peas, green peas, onions, tomatoes, carrots,  
broccoli, scallions & bell peppers

## **CARVING STATIONS:**

Smoked Ham with Biscuits.....\$16/pound

Sage Roasted Turkey.....\$17/pound

Marinated and Grilled Eye of Round.....\$19/pound

Herb Rubbed Roasted Beef Tenderloin.....\$42/pound

Prime Rib.....\$29/pound

*All carving stations are accompanied by brioche rolls & condiments.*

*Serving Notes: 30 pounds necessary per 100 people.*





## SPECIAL EVENT CONTRACT

I have read and agree to the terms and conditions stated by the Columbia Country Club Service Agreement. I understand that my room rental fee is a non-refundable payment that has solidified my event date. I understand that any cancellation made after this point will reflect in the loss of any and all funds paid to Columbia Country Club for the below scheduled event. I understand that the remainder of my event fees must be paid in full, 30 days prior to my event. In the event that all funds are not paid by \_\_\_\_\_, Columbia Country Club has the right to revoke Club privileges and cancel the scheduled event.

**Name(s):** \_\_\_\_\_

**Contract Date:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Event Time Frame:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Event Specifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Host Signature & Date

\_\_\_\_\_

Club Management Signature & Date