

# Frequently Asked Questions -Meetings & Parties-



For questions, bookings, or to schedule a tour, please contact  
Tammy Cornell at [info@foxbollowgb.com](mailto:info@foxbollowgb.com)

## General Information

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Fox Hollow has a 10,000 square foot event center capable of accommodating over 300 people.

What is included in your rental fee?

Our rental fee is \$200 plus tax and includes the following: table linen, risers (fit 16 people max), tables, chairs, china & silverware, projector with screen, microphone (for speeches/announcements), bar staff, food service staff, set up and clean up. Upon request your name/company can be added to our marquee the day of your event.

Is there a minimum cost for events?

For all Saturday events there is a \$2,500 food and beverage minimum. For all Sunday thru Thursday events there is a \$1,000 food and beverage minimum. We can be flexible with the minimum when not in prime season (May through October). Due to our Friday fish fry we do not book Friday events.

When do we need to provide a finalized menu, time and guest count?

Food service time as well as the menu must be finalized 30 days prior to your event. Your guest count must be finalized 10 days prior to your event.

When are payments due?

The rental fee is due once you sign your contract. We can hold a date for you for 1 week while you make a decision before signing the contract and paying the rental fee. The remaining balance is due within 10 days after your event. There is a 3% finance charge for all payments made with a credit card.

What if we need to cancel?

We understand that unexpected situations occur, however, cancellation at any time will result in the loss of your rental fee (\$200 +tax).



## Decor & Set-up

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When do we have access to the building?

The building will be available for you to start your decorating as early as 7am the day of your event. All guests must be gone and your décor cleaned up by 2am the next day.

Outside Décor

Nature not only surrounds and embraces you at the golf course but enhances your event to make it memorable. That is why we ask when decorating the patio, you only use organic ingredients (real flower petals versus fake) as after your event, our wildlife will partake in their duty of cleaning up the space. Fake flowers can disrupt the normal balance and health of our water fowl and local mammals, so please do your part in keeping them safe and healthy.

We do not allow rice, birdseed, or confetti, but anything organic as rose petals, lavender, etc. is permitted.

Inside Décor

Real flame candles are permitted; however, candles must be in a candle holder. Candles and/or tea lights are not allowed to sit directly on the tables.

We do not allow bubbles, confetti, glitter, or chocolate fountains in the building. Décor cannot be hung from the ceiling or walls.

PLEASE NOTE: We cannot provide ladders, hooks, or other equipment to you or your décor company.

What size tables do you offer?

We have 6' round tables that seat 8 people or 8' banquet tables that seat 8-10 people.

What linen will be provided?

Our rental fee includes table linen (white, ivory, or black) for all food and guest tables.

Linen napkins are available in assorted colors for an additional cost of \$1 per napkin.

We do not offer chair covers; however, you can rent/purchase them on your own. You will be responsible for installing and removing them.



## Food

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Do you allow outside catering?

We do not allow outside catering. The only exception would be a bakery delivering a cake and/or dessert.

Is a tasting included?

Due to our facility only operating on event bookings and us not being a full-time restaurant we do not offer tasting. Our products are ordered in bulk and not available for single serving tastings.

What if we start food service late or guests do not arrive on time?

We understand that occasionally situations delay your guests, however, in order to best serve you and coordinate adequately with food service staff, the timeline must remain on track as closely as possible. We can accommodate a 15-minute delay, however, delaying your food service longer than 15 minutes will result in a \$100 fee.

May we bring home any leftover food?

You will be allowed to take any leftover food (up to your final headcount) home. All leftover food must be taken with you the night of your event.

## Vendors

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Do you have a preferred vendor list or any vendor restrictions?

We do not have a preferred vendor list. You are welcome to work with any vendors you would like. Vendors are required to be self-sufficient. We do not allow bakeries to utilize our kitchen (with the exception of storing your cake in our fridge). We do not allow bands or DJ's to connect their equipment into our speaker system.

