

Oak Tree Country Club

Street Address: 29500 North Lower Valley Road

Mailing Address: 29541 Rolling Oak Drive

Tehachapi, CA 93561

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We invite you to celebrate your special day with us...

Thank you for expressing an interest in The Oak Tree Country Club banquet facilities. This outline has been designed to acquaint you with what to expect when you book our banquet room for your special occasion.

- The banquet room is booked on a first come first serve basis. Please be sure to book as far in advance as possible as our room fills quickly. The banquet room may only be booked for parties of 25 or more. The facility will hold up to 180 people. When you place a booking, there will be a deposit collected in order to complete your booking. The deposit is refundable if cancelled 120 days prior to the event.
- We will require a guaranteed count and payment seven days prior to the event. This will ensure we can arrange the proper level of staffing and purchase the necessary food and beverage. Once the guarantee is set it will not be subject to reduction. A guest count will be taken during the course of your event and any guests above the guaranteed number will be added to the final billing. All adult guests are charged the same rate unless the guest is a child 3 years old or younger. All prices are subject to a service charge and all applicable state and local taxes.
- According to the local health department standards, leftover banquet food is not to leave the facility. Credit will not be issued for leftovers.
- We provide you with buffet or plated service for events. Copies of the appropriate menus are present in this packet. All food and beverage must be purchased from the club with the exception of special occasion cakes. No outside beverages or containers (even water) are permitted to be carried into the banquet area. Any outside containers will be confiscated.
- Engager agrees to pay current state and local taxes and a 20% service charge on all applicable items. If at any time during your event there is a problem, please be sure to contact the Special Event Coordinator so that we can correct situations as they occur.
- The Oak Tree Country Club staff does not decorate for events; however, they do set the tables with linen tablecloths and napkins, place settings of utensils, china and glassware. Outside decorators are welcomed and you may decorate as well. Decorating the room must be discussed and approved with the Special Event Coordinator or his/her designee prior to the event. Decorating of walls and ceilings must be done using "removable hanging solutions" such as 3m Command Strips. The Engager is responsible for the cleaning and damages associated with decorations.

Please contact the Special Event Coordinator

Tina Warren-Diaz - Email: tinaw@bvsa.org

We look forward to providing you with excellent service and making your event unforgettable.