




*Darlington
Country Club*
EST. 1926

YOUR DARLINGTON COUNTRY CLUB

Wedding Guide

A photograph of a bride and groom in formal wedding attire. The bride is wearing a white, sleeveless, floor-length gown with a full skirt. The groom is wearing a black tuxedo with a white shirt and a black bow tie. They are standing on a light-colored stone walkway that runs alongside a building with white columns. The bride is leaning in and kissing the groom on the cheek. The background shows the entrance of the building with a dark door and some greenery hanging from the walkway.

Celebrate Your Special Day at Darlington Country Club

Your Forever Begins Here!

On behalf of the club, we are delighted that you have expressed interest in hosting your wedding at Darlington Country Club.

We feel that DCC is truly a very special place. Darlington Country Club offers beautiful venues both indoors and out. The breathtaking views provide the perfect backdrop for your special day.

With astute attention to detail, our professional staff is dedicated to providing you with personalized service to create a memorable event for you and your guests.

Please contact the events department at: 843-393-0236 ext 107 or events@darlingtoncountryclub.com to schedule a tour of our facilities.

Sincerely,

Tim & Nancy Huntley
Owners,
Darlington Country Club



About Us

The Darlington Country Club, in Darlington, South Carolina stands as a premier destination for social and golf events, boasting a rich history since 1926. The club quickly gained popularity for hosting weddings, corporate gatherings and private celebrations, thanks to its elegant facilities and stunning landscaped grounds, providing a breathtaking setting for any occasion.

Situated in the heart of South Carolina's Pee Dee Region, Darlington Country club is located less than 5 miles from Darlington Raceway. We are 2 hours away from the beaches and an hour from the state capital of Columbia, South Carolina.

Nancy and Tim Huntley secured the club in 2019 and have made many improvements not only to the facility, but the golf course itself. They have established the club as renowned for exceptional service and meticulous attention to detail, where Southern Charm greets you at the door.

Their kind and professional staff are awaiting your visit and eager to share the beautiful amenities they have to offer, ensuring unforgettable experiences for every guest.



What We Offer

Celebrate your dream wedding at Darlington Country Club! Our stunning venue offers both indoor and outdoor spaces, accommodating anywhere from intimate gatherings to larger celebrations with up to 400 guests. With a stage, dance floor, and beautiful grounds, we provide the perfect setting for your special day. Enjoy the convenience of our comprehensive wedding services, including catering, bar services, event rentals and professional staff to handle set up, clean up and all your needs. We also offer pre-wedding events such as rehearsals, and bridal showers. From the moment you step foot in our venue, you'll be captivated by its beauty and charm. Say "I do" surrounded by elegance and create memories that will last a lifetime. Contact us today to book a tour and start planning your unforgettable wedding at Darlington Country Club.

Our Event Spaces

The Perfect Venue for Any Occasion

With our indoor and outdoor spaces, we can accommodate both intimate gatherings and grand celebrations. Whether you're planning a small, romantic ceremony or a lavish affair, our versatile venue offers the ideal setting for your special day. From our indoor space to the picturesque outdoors, every corner of our property exudes charm and beauty. Let us bring your wedding vision to life with our flexible spaces, ensuring an unforgettable experience for you and your guests.

Guest Capacity:

50-400 Seated

50-400 Standing

Ideal for:

Wedding ceremony, wedding reception, rehearsal dinner, wedding shower, welcome party, farewell brunch, couples luncheon, cocktail hour, engagement party, after party, elopement, other.

Available for this space:

Bar services, dressing rooms, service staff, catering services, events coordinator, lighting/sound, set up, cleanup, event rentals including tables, chairs, linen, chafers, china and silver), dance floor, outdoor event spaces including a fire pit, onsite golf, and pre-wedding events.

Event Rental/Catering Packages Include:

- 48" and 60" round tables
- Ballroom chairs
- Black and white linen and linen napkins
- Silver, china and glassware
- Dance floor
- Stage for entertainment
- Podium, microphone and sound system
- Private rooms for bride and groom and attendants
- Use of Michael's Porch with stunning views of the golf course & includes fire pit and café lighting

Additional Fees/Other Services:

- Specialty linens (rental)
- Snacks and beverages for bridal party (pre-wedding)
- Space rental time extension (per hour labor charge + tax)
- White reception chair covers (rental)
- Coat room attendant
- Restroom attendant
- Parking lot golf carts
- Audio visual (projector/screen)





Alcoholic Beverages

Darlington Country Club is responsible to abide by regulations of the South Carolina State Alcoholic Beverage Commission. Liquor, wine or beer may not be brought onto Club premises from other sources. Twenty-one years is the legal drinking age in the state of South Carolina. Your guests may be asked for identification. Alcohol will not be served to any individual who appears intoxicated. Darlington Country Club strictly enforces a no shot policy. A Liquor Liability policy must be purchased for the event.

Liquor - Beer & Wine

- Standard (beer/wine) \$25 - \$35 per person
- Premium (full bar) \$40 - \$75 per person
- Top shelf (open bar) \$75+ per person

Payment

Security Deposit (Non-Refundable)

- 25% of estimated total cost. Please keep in mind that your date and function space will not be confirmed until payment is received. All deposits are non-refundable on all confirmed bookings.

Payment (continued)

Final Balance

- Final balance must be paid no later than 14 days before function date. After this date, the headcount may not decrease. If this occurs, the food count will remain the same as the count given at the 14-day deadline. If the headcount increases after 14-day deadline, every effort will be made by the food and beverage staff to accommodate the update.
- All event charges must be paid in full prior to the event. All deposits are nonrefundable. Deposits payable by credit card, check or cash. Credit Card service fees are 5%. Please note credit card information is required for incidentals.
- All pricing listed in this brochure does not include taxes and administrative fees (20%).
- Your signature on the binding contract signifies that you have read and agreed to the terms, conditions and policies made by Darlington Country Club regarding your event.

Final Details & Guest Count

In order for our staff to effectively plan and execute your function, the final details, menu, rentals, etc, must be confirmed no later than 14 days in advance of your reserved date.

A no-less-than guest count must be provided 14 days prior to the function. Should your guest count exceed the contracted amount, additional charges will be added accordingly.

You are required to submit an intended timeline of your event 14 days prior to your event. This should include arrival and departure times, estimated length of ceremony, etc. All events must end by 11 pm.

Date Changes

Changes from the originally contracted date are subject to date availability, and a request must be submitted to the Events Coordinator in writing, 30 days in advance. A new security deposit must be paid for a date change once approved. Less than 30 days - cancel fee applies (5%).

The host/hostess further understands that last-minute changes can impact the quality of the event and that Darlington Country Club is not responsible for these compromises in quality.

Cancellations

The security deposit is non-refundable. If cancellation occurs within two weeks of the wedding date, 0% of monies paid will be refunded.

Third-Party Providers

Names and contact information of all third-party service providers must be given to your Darlington Country Club contact 14 days prior to the event. All contracted entertainment is restricted to the contracted space(s). It is the responsibility of the host/hostess to advise musicians that amplification must be confined to your specific room. All outdoor events with amplified sound must end by 10 pm to comply with sound ordinances; all indoor events must end by 11pm.

Liability

Darlington Country Club assumes no responsibility for any personal or 3rd party items placed in function areas or spaces. The club will not be held responsible for any articles left after a function. Event host/hostess will be held responsible for any damage other than normal wear and tear caused by a guest or any independent 3rd party service provider.

Space Rental Timeframe

If the function extends beyond the contracted time period, the function host/hostess will be subject to an additional per hour labor charge (plus tax) for any hour or fraction of an hour. Set up prior to the function is possible only if the event space is not booked earlier in the day, per hour labor charge (plus tax) applies.

Decorations

The Darlington Country Club Events Coordinator would be happy to provide a preferred vendor list for florists entertainment, photographers, etc. All decorations must be confined to your contracted space for your function.

All decorations must be limited to tabletops, or free-standing displays, that do not require fixation to walls or furniture. All delivery times for floral arrangements, decorations, props, wedding cakes, etc. must be arranged with your day of coordinator and within your contracted time.

Candles are only allowed if they are in a glass container and the flame is at least 2 inches below the opening of the glass. Small votive candles are acceptable. Flameless candles are allowed. All decorations should be delivered to the club the day of your function and taken upon departure.

Rice, petals, biodegradable roses, etc. are prohibited on DCC grounds. No confetti or glitter will be allowed for decoration inside or outside of the facility.

Smoking Policy

Smoking of any kind (including vaping) is not permitted anywhere inside DCC.

Audio/Visual

We offer complementary high-speed wireless internet access. For an additional cost, we can provide a projector and screen. Extensive AV setups can be provided by a 3rd-party vendor of your choice or we will gladly assist in coordinating details.

Clean Up

All 3rd-party providers will be responsible for setup and teardown of items not owned by DCC. All personal and vendor items must be removed at conclusion of the event. Storage fee will be charged if vendor items are left behind. Any items left will be disposed of after 7 days. The club will not be held responsible for any personal property left after a function.

Inclement Weather

You are required to have a rain plan if you intend to use uncovered outdoor spaces with your DCC event rental. Although we usually provide an indoor space as a "Plan B" for full day rentals, you must request the change in writing (email is sufficient) no later than 48 hours before your event day. If you decide to implement a rain plan after your one-time setup is complete, you will incur an additional setup fee.

Force Majeure

In the case where circumstances are beyond either parties' control that make the performance of the contract impractical or impossible, the full deposit would be refunded. These circumstances would include:

- Plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions
- Acts of God, such as severe acts of nature or weather events including floods, fires, earthquakes, hurricanes, or explosions
- War or acts of terrorism
- Acts of governmental authorities such as expropriation, condemnation, and changes in laws and regulations
- Strikes and labor disputes

Should the cause extend to within 60 days of the event date, Darlington Country Club will, without financial penalty, offer similar future dates for the client to reschedule their event.

Photography

Darlington Country Club does, on occasion, photograph events in connection with the club publications, including, without limitation to, promotional brochures, pamphlets, advertisements, social media, and website.

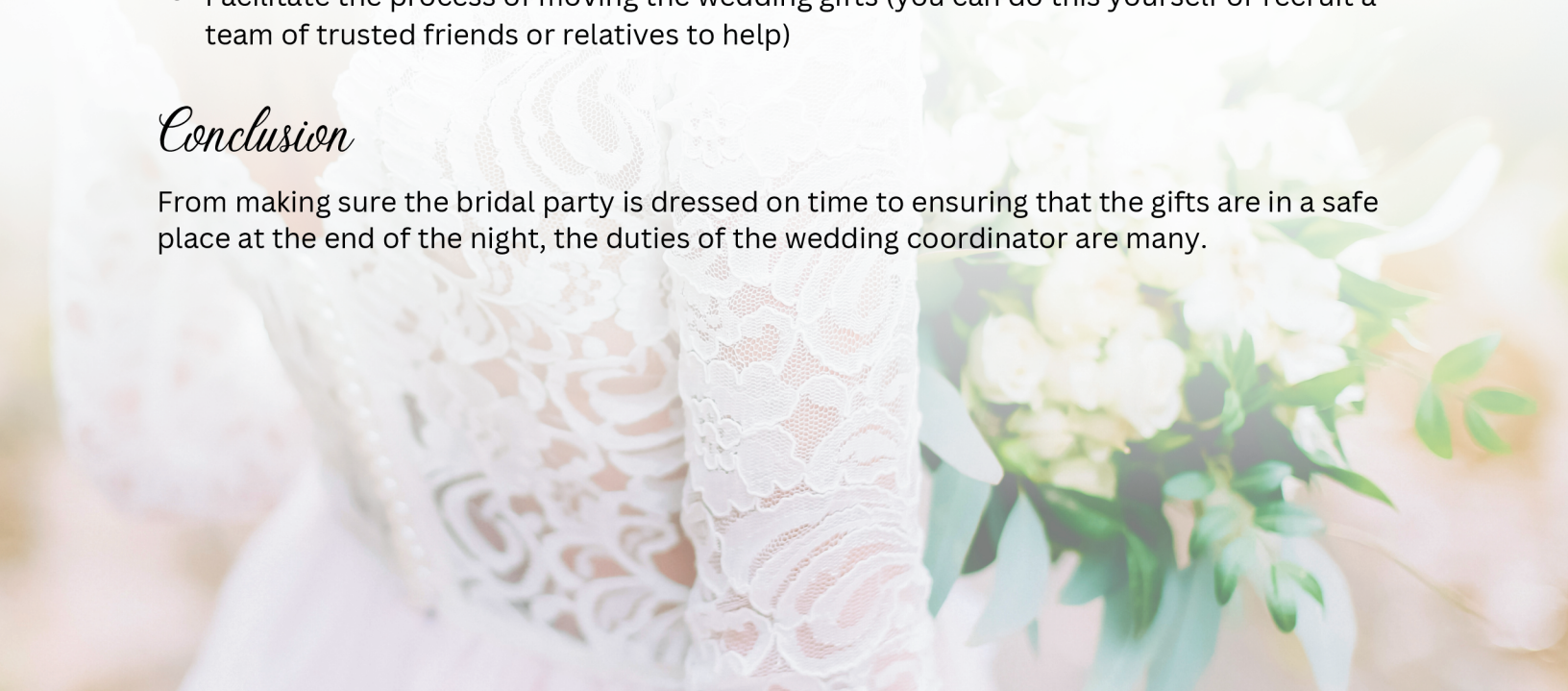
We reserve the right to contact your photographer for use of professional photos for marketing.

Day-of Wedding Coordinator Duties

- Make sure each vendor is following the timeline
- Confirm that all rentals have been delivered and set up on time
- Have an emergency kit on hand that includes all sorts of health, fashion, and beauty essentials (just in case!)
- Keep the wedding on schedule by making sure that the wedding party is getting ready on time
- Take responsibility for the marriage license, vows, and rings
- Provide guidance to the ushers on how and where to seat guests for the wedding ceremony
- Confirm that the place cards and guest book are in place for the reception
- Ensure that wedding party members are in their positions before the wedding processional/reception begins
- Review the names of the bridesmaids, groomsmen, and other members of the wedding party so that the DJ knows how to pronounce them
- Make sure that the DJ sticks to the timeline for wedding reception announcements, such as the cutting of the wedding cake
- Oversee the tear-down process... the happy couple should not have to worry about the clean-up!
- Facilitate the process of moving the wedding gifts (you can do this yourself or recruit a team of trusted friends or relatives to help)

Conclusion

From making sure the bridal party is dressed on time to ensuring that the gifts are in a safe place at the end of the night, the duties of the wedding coordinator are many.



FAQs

Do you allow outside catering or can we create a custom menu?

- No, we do not allow outside catering. However, if the food selections listed do not meet your needs, our Executive Chef would be happy to create your perfect menu (additional fees may apply)!

How are multiple plated entrée options handled?

- If you are selecting multiple plated entrées, you are required to provide a meal count 14 days in advance. You and your day of coordinator are required to provide place cards indicating entrée selection for each guest.

Do you make in-house wedding cakes?

- Not at this time, but check out our vendor list for local bakeries!

Do you allow sparklers, confetti, etc.?

- Sparklers are allowed. Confetti, glitter, birdseed, silly string, rice, petals, biodegradable roses etc. are not allowed.

Do you provide a ceremony arbor, centerpieces, decorations, etc.?

- No, but check out our vendor list for equipment rentals!

Can we come before our contracted start time to begin setting up?

- Yes, if the space is available. However, an hourly fee applies.

Do you require a day of coordinator?

- Yes. You may hire our Events Coordinator as your day of coordinator for a fee. You also have the option of appointing someone outside of your bridal party as your day of coordinator. Your day of coordinator must be present and sober during the entirety of your contracted time. Should the need arise for our Events Coordinator to step into this role on the day of your wedding, the coordinator fee will apply.

What is the day of coordinator responsible for?

- Handling logistics (set-up, clean-up, gifts), creating and sticking to timelines, communicating with vendors, solving problems.

Do you allow pets?

- Pets are allowed for the ceremony only with prior approval from the Events Coordinator. We also welcome service animals with proper documentation. Documentation must be provided in advance to our Events Coordinator.

Who is included in the headcount?

- The bride and groom are included in the headcount. Vendors are not included in the headcount. Children 2 and under are not included in the headcount.
- Vendor meals can be purchased for a per person rate.

Is there a discounted price for children?

- Children 2 & under are complimentary. Guests ages 3-12 will receive a discounted rate per child.

Do you ID for alcoholic beverages?

- Yes, we comply with all state alcohol regulations.

Can guests make takeout boxes and to-go cups?

- No, but we will provide a takeout box for the bride and groom. All glassware must remain on DCC property.

Bride's Contact Information

First and Last Name: _____

Email Address: _____

Phone Number: _____ Member/Non-Member? _____

Groom's Contact Information

First and Last Name: _____

Email Address: _____

Phone Number: _____ Member/Non-Member? _____

More Information

Preferred Wedding Date: _____ Estimated Guest Count: _____

How did you hear about us? _____

Would you like more information about membership? _____

The Details

☐ Ceremony ☐ Reception ☐ Both ☐ Inside ☐ Outside ☐ Both

☐ Plated OR ☐ Buffet

Please make your food selections using the checklist Inside the packet

Please note that additional entrees incur an upcharge.

Extras (additional fees apply)

☐ Standard beer/wine ☐ Premium liquor ☐ Top shelf liquor ☐ Indoor chair covers

☐ Coat room attendant ☐ Restroom attendant ☐ Parking lot golf carts

☐ Projector ☐ 6x8 screen ☐ DCC Events Coordinator (day-of)

Darlington Country Club

Banquet and Catering Policies

Guarantee Policy

All arrangements, other than numbers, must be finalized 3 weeks prior to the date of the function. Guaranteed numbers are required 14 days in advance of a function. The club reserves the right to relocate a function to an alternate room should the guaranteed number fall below 75% of the original booked attendees.

A deposit of 25% of the estimated cost is required to reserve the date of the event. Space is not confirmed and is subject to further sale until the deposit has been received. On all confirmed bookings the deposit is non-refundable.

Food & Beverage

Darlington Country Club will supply and serve all food and beverage for a function unless prior arrangements have been made. Wedding and specialty cakes can be provided by a non-club source. The club will not be responsible for set up or maintenance of specialty cakes.

Menu selections are due 14 days prior to the date of the event. Prices are subject to change prior to the initial deposit. Prices listed do not include applicable taxes.

In the event that any of the guests have food allergies, you must inform us of the names of such persons and the nature of their allergies in order for us to take the necessary precautions when preparing their food (ingredient information provided on request).

Servers

The total number of servers/bartenders/staff quoted is based on type of service and number of expected guests. This total is guaranteed for 3 months or unless otherwise regulated by South Carolina or Federal Government standards.

Clubhouse

The existing décor should remain in place unless pre-approved with the Venue Events Coordinator. Tables and chairs are included in the venue fee. Placement of tables/chairs will be done. No confetti or glitter will be allowed for decoration inside or outside of the facility. No hooks, nails, tape or other items can be placed to the walls, columns or dance floor without permission from the General Manager. Votive candles may be used but only battery operated flameless candles are allowed.

The Darlington Country Club is a non-smoking facility; however, there are designated smoking areas outside the facility.

Rentals

Event rentals will be placed through the Darlington Country Club approved vendors.

Billing

Deposits are required to reserve the date of the event. Space is not confirmed and is subject to further sale until the deposit has been received. On all confirmed bookings the deposit is non-refundable. All known charges will be processed 14 days before the event and any outstanding unanticipated charges will be processed no later than 3 business days after the event. Darlington Country Club's acceptable methods of payment for members are billed to their Member Account, personal check or an authorized credit card. A 5% service fee will be charged to all credit card transactions. The payment schedule is as follows:

- To reserve the date for your event: 25% of the known charges
- 60 days prior to your reserved date: 50% of the known charges
- 14 days prior to your event: remaining known charges

Cancellation Policy

If the event contract is terminated prior to 45 days of the function date, a cancellation fee of 50% of the event revenue (including food and beverage) will be charged. Cancellation of any event must be made verbally and in writing to either the Event Manager or General Manager within 45 days of the function date. Should cancellation occur 45 days or less, full payment of the charges will be required. In the event that regulations pertaining to COVID or any other public health outbreaks prevents the client or Darlington Country Club from attending/hosting the event, the event can be rescheduled with no penalties.

Liquor Liability

Darlington Country Club reserves the right to ask for proper identification (photo driver's license) from any guests, and has the right of first refusal. Bar service may be discontinued for any violations of the Liquor Control Board. Client is responsible for the conduct of all guests at the event. All alcoholic beverages must be purchased through the Darlington Country Club. Anyone with alcohol not purchased from DCC will be asked to leave the premises. A Liquor Liability policy must be purchased for the event.

Damages Liability

Darlington Country Club cannot assume responsibility for personal property and equipment brought onto the premises. You will be liable for damages to the premises during the time period of your event and will be charged accordingly for such damages. Event Liability Insurance will need to be purchased when providing a consumption bar, with documentation provided 30 days prior to the event date.

Attire

Attire should meet the standards of good taste expected from the members and guests of the club. Short shorts, athletic shorts, athletic pants, cargo shorts, cut-off shorts, tank tops, tee shirts, halter tops and fish net of any kind are not considered appropriate attire. Denim pants without holes are permitted when accessorized with dress shoes, dress shirt, with/or without a blazer. Shirts must be tucked in at all times. Caps are not permitted in the clubhouse or dining rooms and when worn outside the bill is to face forward. Changing clothes or shoes in the parking lot is not permitted. Changing is permitted in the locker rooms only.

Agreement to Comply and Representation

By signing, you understand and agree to the terms as set forth above. If you are the owner of the company and not the individual specifically performing services at the Darlington Country Club for this event, you agree that these terms and conditions are also binding on your representative and you have reviewed these terms and conditions with your representative.

I understand and agree to the above policies:

Signature of Client or Representative

Company/Host

Date

Event Name

