

# Event Guidelines

Our goal at Elk River Golf Club is to provide our Guests with 100% SATISFACTION!  
Our experienced and professional staff will strive to make your event  
A very memorable one!

## Menu Selection

- Menu selection should be submitted no later than 7 days prior to your event date. All events booked less than 7 days prior to the event must have menu selection at the time of booking.
- Please limit your plated entrée choice to two entrée selections.
- Multiple entrée choices require color-coded place cards to identify which dinner has been selected. A list of names and choices are required 1 week prior to the event.
- Off menu items may be discussed 14 days prior to the event.
- Children's meals will be plated and served.

## Guarantees

- Please notify us 7 days prior to your event. Please refer to your completed catering contract for specific deadlines.
- To your event, billing is based on your guarantee or the actual number of attendees – whichever is greater.

## Room Rental

- Room Rental from April to November is \$450.00. December to March is \$80.00 / hour + \$100.00 fee for second bartender.
- Patio Rental \$130.00
- Basement Rental \$75.00
- All events require a deposit (room rental fee) to reserve the hall. The balance is due after the completion of your event.
- All room rentals include set up, clean up, tables, chairs and professional staff.
- On-Site wedding \$200.00.

## Sales Tax and Gratuity

- Menu prices are subject to a 7.875% food tax and 20% service charge.
- Bar prices are subject to a 10.275% liquor tax, host bars will also be charged a 20% service charge.

## Beverage Service

- Host Bar: You are responsible for the payment of your guests beverages. You may select a certain time for the bar to be open and/or items that will be hosted
- Cash Bar: Your guests are responsible for the payment of their own beverages.

## Food and Liquor Regulations

- State law prohibits any outside liquor to be brought onto the premises.
- You may bring in your own specialty desserts.

## Entertainment

- Bands and DJs are welcome. Entertainers must contact the general manager 2 weeks prior for set up.

# Event Guidelines Cont.

## Food and Beverage Minimums Off-Season

- If the Food & Beverage minimum is NOT reached at the end of your FINAL BILL, you will be responsible for the difference. Room Rental/Deposits and gratuities do NOT count toward minimums.
- The minimums for full room private event is \$1,200

## Payment and Cancellation

- A non-refundable deposit equal to the room rental fee is required, along with the signed Banquet contract.
- Please refer to your contract for the deadline date.
- If you do not return the signed contract and deposit it will result in loss of banquet room.
- Full payment for the event is due after your event.

## Decorating

- You may do your own decorating. You are responsible for cleaning up your own decorations that you provided after the event.
- Elk River Golf Club is not responsible for any items left after an event.
- You may decorate the day of your event.
- Confetti of any kind is NOT allowed.
- You may NOT put tape or tacks on painted walls.
- You are responsible to bring your own supplies when decorating. An additional fee will be added for use of Clubhouse Materials.

## Rentals

- Table Linens - \$5.00 per linen
- Linen Napkins – \$.20 each
- Cake service -- \$50.00
- On-Site Wedding Chairs --\$6.00 per chair

The CaddyShack @ Elk River Golf Club 763-441-4163