

# 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 \$450.00 for the entire room with a \$1000.00 minimum. \$225 for half the room and no minimum.
- ☐ \$100.00 fee for additional staff
- ☐ Patio Rental \$130.00
- ☐ Basement Rental \$75.00
- ☐ Basement Rental for youth sports \$40.00
- ☐ 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
- ☐ No external alcohol is allowed

## 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