

## Elmwood Golf & Country Club Wedding Reception Contract

PO BOX 373, 2015 Hillcrest Dr, Swift Current, SK S9H 3V8 (306) 773-4653

Your Contacts:

Sheldon Reinhart/ General Manager, [sreinhart@elmwoodgc.com](mailto:sreinhart@elmwoodgc.com)

Crystal Tremain/ Lounge Manager, [ctremain@elmwoodgc.com](mailto:ctremain@elmwoodgc.com)

Steve Trim/ Kitchen Manager, [sttrim@elmwoodgc.com](mailto:sttrim@elmwoodgc.com)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Site: \_\_\_\_\_

Time: \_\_\_\_\_

Reception Site: \_\_\_\_\_

Time : \_\_\_\_\_ ( 2p.m-2a.m)

Approximate Guest Count: \_\_\_\_\_

Cocktail Hour: \_\_\_\_\_ \*Cash Bar \*Toonie Bar \* All Inclusive (please circle)

Dinner Hour: \_\_\_\_\_

Entertainment Name: \_\_\_\_\_

Time: \_\_\_\_\_

### Deposit requirements:

Your date is not held until your deposit is made. Deposit is 50% of the room rental and a \$200 damage deposit. The full damage deposit will be refunded within 1 week after your event --- if no damage is assessed. Make checks payable to Elmwood Golf & Country Club. No other payment will be due until the date of your event.

**Cancellation Policy:** 50% of the room rental deposit will be refundable up to 3 months to your event date. \*\*\* If you cancel within 30 days of your event, your refund on the room will be zero. \*\*\* However, you will receive the \$200 damage deposit.

**Final Guest Count:** The final guest count will be due to the kitchen & lounge manager 2 weeks prior to your reception. These numbers are extremely important on personalized menus created between yourself and Chef Steve. This will be the final number to determine payment, and if you go over the count, you will be charged accordingly.

**Cash Bar:** All bar prices are set. There will be no discounts on alcohol. If you choose to open up a toonie bar, drink tickets or an open bar to your guests, arrangements will have to be made 2 weeks prior to your event to ensure proper billing. A personalized wine list of your choices must be submitted at least 2 weeks in advance for ordering purposes. All personalized wine selected will be applicable to our standard markup. If you choose to supply your own wine for your event there will be a minimum \$20 per bottle corkage fee on each bottle opened. (No homemade wine allowed, all bottles must have a clear alcohol percentage labeled on bottle) All partial and full bottles will be returned back to you, with a bottle count done for accurate billing purposes. \*\*\*There will be a minimum bar charge of \$1000.00. If the bar sales do not meet the minimum charge requirement, the difference in cost will be added to the rental fee. \*\*\*

**Catering;** all meals must be confirmed through our Chef. Absolutely no outside catering will be permitted in our venue. No event will, or can be hosted at Elmwood Golf & Country Club without a confirmed menu. Wedding cakes, specialty desserts and candy bars will be approved. The Chef must be informed of any allergies and intolerances of food at the time of menu confirmation. Our Chef can accommodate a Gluten sensitive menu for an additional upcharge for each plate requiring to be gluten free.

**Linens:** A cost of \$10 per linen will be applied as per linens needed. Cloth napkins will have a cost of \$2 per napkin. All linens colors and quantities will need to be submitted within 4 weeks prior to your event to ensure orders will be in stock.

**Indoor Tables & Chairs:** We supply our regular room furniture. Square tables and green hard back chairs. Any special requests for round tables and or different seating will have to be made on your own. Robertson Rentals located in Swift Current, will be happy to help you. It would be best to contact them ASAP for availability on rental equipment.

#### **Rental Rates & Reserved Times:**

**Rental rates in season (April 15<sup>th</sup> - October 15<sup>th</sup>) \$1000.00 without Meal / with confirmed Meals \$800.00**

**Rental rates off season (October 16<sup>th</sup> – April 14<sup>th</sup>) \$500.00**

You will have access to the main floor rental space from 2pm-2a.m. You will be required to do all set up and clean up within that time period. Rental space only includes indoor main room, private main floor bathrooms, projector and screen for slide shows, wireless mic, bar services. There is limited stereo equipment, a play list can be created and through an auxiliary cord can be played through our surround sound speakers.

If additional outdoor patio seating is requested you will be responsible for the rental of tables and chairs to accommodate the number of persons to be seated outside. The patio is not weather protected from wind or rain so please keep in mind that for formal functions we try to keep the capacity in the main room of the clubhouse to 120. If patio seating is selected the Elmwood Golf & Country Club will not be responsible to refund any rental fees due to natural weather occurrences. We would like to recommend the possibility of an outdoor canopy tent rental in the event of that week's weather forecast and rain potential. The patio will, and or may be shared with our members and cannot guarantee privacy outside. We have the right to reserve half of the patio space provided for an additional \$200 rental fee.

Elmwood Golf & Country Club has a beautiful new Driving range. This beautiful new outdoor space will now be available for rent. Rental fees on the range are \$1,100.00. This outdoor space will allow you to have a beautiful opportunity to design a tent style party. You will be required to rent all equipment necessary for your event. We will supply the portable bathrooms. Bathrooms in the main clubhouse will be made available to your guests as well. We can cater our food and bar to this location. All other rental rules will be applied to this location as well. Times available for set up will start at 6 a.m. the day of your event. Guests need to be cleared off location by 2a.m. All rental equipment will have to be removed from the driving range no later than 1p.m of the day following your event.

**\*\*\*\* Gratuities\*\*\*\*** please figure on budgeting a 15% gratuity. Elmwood Golf & Country Club does not set a mandatory tip and we believe tips should be determined on food quality and service, so please tip accordingly.