

weddings

OLYMPIC HILLS
GOLF CLUB

INVESTMENT



May - October

Friday

Ceremony Site and Ballroom Rental \$4,000 + Food Minimum \$3,000 **does not include tax and gratuity*
**includes ceremony site setup with white padded chairs, reception setup with Chiavari chairs, table linens and napkins, fully staffed private bar and experienced on-site Coordinators*

Saturday

Ceremony Site and Ballroom Rental \$5,000 + Food Minimum \$4,000 **does not include tax and gratuity*
**includes ceremony site setup with white padded chairs, reception setup with Chiavari chairs, table linens and napkins, fully staffed private bar and experienced on-site Coordinators*

November - April

Friday & Saturday

Ballroom Rental \$4,000 + Food Minimum \$3,000 **does not include tax and gratuity*

**includes reception setup with Chiavari chairs, table linens and napkins, fully staffed private bar and experienced on-site Coordinators*

INVESTMENT DETAILS

All Food and Beverage items are subject to all applicable Minnesota State Sales Taxes and Alcohol Taxes. A non-refundable deposit of \$3,000 will be required to secure your date and will be applied to your final invoice. Final Payment is due in full (14) days prior to your wedding day. Any changes made to your agreement after this point will be subject to a 10% change-fee. A 3% service-fee will be automatically added to payments made by credit card. Pricing listed does not include 20% gratuity which will be added automatically to all Food and Beverage items. A credit card authorization will be required and held on-file to host any alcoholic beverages at your event.

TIMELINE

If you can't wait to get your first priority date booked on our calendar, get the process started right now! Our staff will be hard at work for you and your guests. Our friendly and gracious team keeps track of all your needs and shares in the excitement of your big day, leaving you free to enjoy your special day with family and friends. Upon booking you will be sent our Wedding Planning Guide that will help you prioritize your planning. We suggest an initial tour and deposit meeting, a 6-month out planning review, a 3-month out timeline and menu meeting, and a 2-week final meeting to discuss people, places and payment. We are always ready to meet with you to talk details, just give us a call!

included

Ceremony Chairs (Setup/Breakdown)
White Linen Service (Tablecloths/Napkins)
Tables & Chiavari Chairs
Glassware, Silverware, Tableware
Private Bar with Bartender
Event Coordinator and Banquet Staff
Bridal Suite **from 12:00pm - 5:00pm*
Overnight Parking

enhancements

90" Flat Screen Television | \$150
Polished Pewter Charger Plates | \$250
Custom Ice Carvings | \$500+
Portable Patio Bar | \$250
Valet Parking | \$300
Sparkler Send-Off Coordination | \$100
Patio Yard Games | \$150
Bonfire Setup **from 9:00pm - 11:30pm* | \$200
Hanging Cafe Lights in Ballroom | \$500+
White Ceiling Drapery in Ballroom | \$500+

UPON BOOKING

Upon booking with Olympic Hills Golf Club, we will provide you with our Wedding Planning guide which is specific to our venue. This document provides us with the information we need in order to ensure your day goes as impeccably as planned. In addition, you will be given a timeline (a 12-month countdown) of the wedding planning process. This is simply suggestive and will help you organize your time. Lastly, we will provide you with a map of our space. You will use this map to setup the room just as you would like it to appear on your wedding day. Our staff will adhere to your guidelines when setting the room to fit your needs. We will discuss these details in person or over the phone 2-3 months prior to your wedding. Should you need any assistance or have any questions, you will be provided the information of your event coordinators and you can of course reach out at anytime!

VENUE RENTAL

Your event agreement includes the rental of the Founders Room, Olympic Room, and Banquet Deck (unless otherwise specified). The rental agreement does not include the golf course, golf carts, driving range, putting green, cart paths around the course/Clubhouse. It does not include the Grille Restaurant or member deck (as these are reserved for members only). The locker rooms are not part of your rental agreement but may be used on a case-by-case basis, to be determined by the Club. If additional space and/or tables are required due to an increase in attendance without notification seven (7) business days prior, there will be an additional \$100 fee added to your final invoice. Set-up times vary depending on the availability of the room, which will be determined one (1) week prior to the event.

TIMING

The start and end time of your event are determined at the time of booking and must be adhered to. A signature confirmation will be required to reserve the space and approve the timeline. You will have the Ballroom reserved starting at your designated prearranged time. To adhere with policies, last call will be at 11:45pm and the function will end at midnight (unless specified to be earlier). **All guests are expected to leave the premises by 12:30am, as the club will be locked at 1:00am.**

GUARANTEES

The estimated charges and costs for your wedding are set forth in your Event Agreement. You are required to notify the Events Department with your final guest count and provide final payment based on these numbers at least (14) business days prior to your wedding day. The number of guaranteed guests may not be lowered once submitted and you will be billed regardless of number variances.

MENU SELECTION

Your final menu selections including appetizers, salads, entrees, side choices, desserts and late night snacks should all be finalized no later than (60) days prior to your wedding. Changes made to these selections beyond 60-days out will be subject to a 10% change fee.

MEAL INDICATORS

You will be required to provide final entrée selection counts with corresponding meal indicating place cards for you and all of your guests no later than (14) business days before your wedding day. (Example: each of your placecards should have the guest name, table number and one meal identifier such as "blue jewel = salmon" or "carrot sticker = vegetarian meals")

PLATED ENTREES

You may serve up to three entrées for your event. You will provide Olympic Hills the breakdown of your entrée choices ten (10) business days prior to the event. In addition to the final count, you will provide Olympic Hills with a coded system at each place setting to identify guests' entrée selections. Vegetarian and children entrées are available upon request. There is no additional charge for children's meals and no additional charge for vegetarian meals unless they exceed 10% of the total number of guests. We are able to accommodate specific dietary restrictions (e.g. dairy or gluten free) at no additional charge, although these meals may vary from your menu selections. If the number of gluten/dairy free meals exceeds 10% of your final count, \$1.00 will be added per entrée. All guests will be served the same salad, starch, vegetable and dessert (other than those with dietary restrictions).

FOOD REGULATIONS

Due to health department regulations and Club policy, Olympic Hills does not allow outside catering. With the exception of desserts (e.g. cupcakes, donuts, cakes), all food consumed by your party must be prepared by the Olympic Hills kitchen staff. Leftover food, whether from a plated entrée or buffet, will not be given to guests to take home following the event. To-go boxes will not be distributed to guests with the exception of Club members. Cooler and freezer usage in kitchen is not available. No food or beverage of any kind may be brought into or removed from the Club by either you or your guests without prior written approval. Should this clause be violated by you or a guest, a \$150 fee will be applied to your final statement.

LIQUOR SERVICE

No liquor will be sold to or consumed on Club premises by any person under the legal drinking age (21 years of age). Identification cards will be requested of any person (including the bridal party) that appears to be under forty (40) years of age. If we believe that you or any of your guests are intoxicated, we shall be permitted, in our sole discretion, to discontinue or limit alcohol service at the event. In addition, we reserve the right to request that you and/or your guests leave the Club, without any refund of the event price. Olympic Hills will take needed steps to contact law enforcement if these regulations are not followed. The bar will close before or no later than 12:00AM. **No outside liquor is to be consumed on the premises or in the parking lot. Bottles of wine can be brought in if coordinated with the Events Department prior to the event day.** Olympic Hills allows the event to bring in their own bottles of wine (750ml). However, there will be a corkage fee of \$20 plus tax and service charge per opened bottle. **Olympic Hills will not pour liquor shots of any kind.**

SALES TAX & SERVICE CHARGE

All food prices are subject to sales tax and 20% service charge. This service charge is not a tip or gratuity. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion. All liquor prices are subject to a state sales tax and 20% service charge. Food prices are subject to 7.275% sales tax. Liquor prices are subject to 9.775% sales tax. All service charges are taxed as required by the State of Minnesota. By agreeing to this document you agree to pay applicable taxes on all sales and services rendered in connection with your event. The service charge is property of Olympic Hills Golf Club, which has complete discretion to its use and distribution.

CANCELLATIONS

Your \$2,000 deposit will secure your date and is non-refundable. Cancelling at any point will result in forfeiture of your deposit and cancellations that occur within (6) months of your wedding will be required to pay the food minimum.

PAYMENT INFORMATION

Included as a supplementary component to this agreement is the Credit Card Authorization document which needs to be completed, signed and submitted along with the signed agreement before your date is secured. This Credit Card will be kept on file to close out any hosted bar beverages at the close of your event. We accept full payment in the form of a check or Credit Card. **To pay fully on a Credit Card will require an additional 3% processing charge.**

FOOD AND BEVERAGE MINIMUMS

Food Minimums will apply to all functions and will be quoted by the Event Management team at the time of booking. Minimums do not include taxes or service charges.

FOOD TASTINGS

Food tasting accommodations can be arranged with the Event Management team. Tastings are setup for \$125 along with the associated cost of each entree ordered for tasting. These charges will be applied to your final event order. Tastings can be scheduled Tuesday through Thursday any time between 10:00am and 4:30pm.

PAYMENT / BAR CHARGES

We will not commence service without receipt of one hundred percent (100%) of a nonrefundable payment for the estimated event price at least five (5) business days prior to your event. The estimated event price will not include any open bar charges other than hosted kegs and hosted wine bottles. A Credit Card is required to host any beverages.

AUDIO VISUAL EQUIPMENT

If you bring your own AV or IT equipment such as slideshows, playlists, etc. it is your responsibility (or a designated person) to setup and oversee the equipment throughout the evening. ***We do not provide ceremony acoustics such a music or microphones. Your ceremony acoustics will need to be performed by a professional musician or DJ. Most DJ's you will work with are accustomed to this setup.***

DECORATIONS AND PERSONAL PROPERTY

Any property brought onto the premises and left shall be at the sole risk of the host. The Club will not be liable for any loss or damage to any such property for any reason. The Club is not responsible for lost, stolen or forgotten items. No nails, pins or tape are allowed. You are welcome to bring your own flowers and centerpieces. Confetti, glitter, rice or seed is not allowed on the property. All candles brought in must be unscented and enclosed in a vase or container. ***All items brought in for your event must be removed from the premises by 12:00am.***

DELIVERIES AND SETUP

All deliveries must be made the day of your event unless special arrangements have otherwise been agreed upon. Setup of your music, flowers, room decor, etc. are limited to no earlier than 8:00am on the day of your event. We make every effort to setup your event the evening prior and we will be sure to notify you if you are able to setup any earlier than 8:00am on the day of. We require that the host or designated persons setup and tear down all decorations. Olympic Hills staff will assist with certain setups if previously agreed upon at least (30) days prior to your event.

DAMAGES, LIABILITY AND CONDUCT

You and your guests are expected to comply with all applicable laws, codes and rules outlined by the Club. Inability to follow these codes as outlined will result in additional fees or potential termination of the event prior to it's originally scheduled end time. If you or your guests cause damages to the facility, appropriate charges will be applied. Under no circumstances will Olympic Hills Golf Club be responsible for any injuries to persons in your party as a result of you or your guests. Under no circumstances will Olympic Hills Golf Club be held liable for such damages recited herein, except to the extent caused by our sole negligence. Olympic Hills Golf Club will not be responsible for any of your items left on our property. Olympic Hills Golf Club will not be held liable for any stolen or lost items during or after your event.

SIGNED AGREEMENT ACKNOWLEDGE RECEIPT OF TERMS AND CONDITIONS

WEDDING INFORMATION PACKET VERSION: *OCTOBER 2019*

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I have read and understood the Terms and Conditions in the Olympic Hills Wedding Information Packet dated October 2019.

I agree to the following details within each category of the Terms and Conditions in the Olympic Hills Wedding Information Packet including: Upon Booking, Venue Rental, Timing, Guarantees, Menu Selection, Meal Indicators, Plated Entrees, Food Regulations, Liquor Service, Sales Tax and Service Charge, Cancellations, Payment Information, Minimums, Tastings, Bar Charges, A/V Needs, Decorations, Deliveries, Damages and Liability

BRIDE

Printed Name: _____ Date: _____

Signature: _____

GROOM

Printed Name: _____ Date: _____

Signature: _____