



Abbey
Springs
on
LAKE GENEVA

Wedding Menu
2024

Frequently Asked Questions...

Do you have to be a member in order to have a banquet at your facility?

No, we do not require you to have a membership for private parties, banquets and weddings. You must however, have a membership in order to use the restaurant or Recreation Center.

What time can we get into the room to start setting up?

The day of your event we will have the room set up by 10 am. There is a possibility you can make arrangements to set up the night before, if there are no events being held.

How long do we have the room rented for?

We ask that you have your event end at 12:00am (midnight).

May I use vendors of my choosing?

Yes! However, all food and beverage must be provided by Abbey Springs.

Do you have a food and beverage minimum?

There is a \$300 minimum that must be spent on the bar, otherwise a bartender fee will be applied. There are F&B requirements to host an event when the venue is not typically open.

Do you allow candles, sparklers or confetti?

Yes, you are welcome to bring in candles for decorations and centerpieces. They should be contained and tapers are not suggested as they burn to quickly. We do not allow sparklers or confetti.

What is included in the room rental fee?

The set-up and take-down of the tables and chairs in the room, linen, china, silverware and glassware. We do not provide centerpieces on the tables. This does not include the set-up and take-down of any items that you bring in yourself.

Do you offer kids meals?

Yes, we offer menu selections for children 10 and under at a special pre-arranged price.

How many weddings will be booked on my day?

We only do 1 wedding per day and typically one a weekend.

How does the parking work?

There is limited parking on the lake-side of the street for handicapped, elderly and bridal party . Most guests will be required to park in the Clubhouse parking lot across the street. Banquets held in the Clubhouse Banquet Room will have ample parking in the Clubhouse Parking Lot.

How does the bar work?

Abbey Springs recommends one bartender for every 75 people. Additional bartenders may be requested at \$25/bartender per hour. A minimum of \$300 in sales must be met in order to waive the bartender fee. This applies to both hosted and cash bars. Hosted bars are priced per person per hour. No outside beverages allowed on property.

Do rent golf carts?

No, however you can rent from an outside vendor for **day of event use only**.

Other

Absolutely no illegal substances allowed on property.

Abbey Springs 2024 Wedding Packages

The following packages are designed to give you a plan for your special day. The entrées within each package are our Chef's personal recommendations. However, we are more than happy to customize any menu or package to fit your vision.
(all pricing is subject to tax and gratuity)

Platinum Package

Choice of Four Hors D' Oeuvres from Tier 1, 2, or 3

Choice of the following Salads:

Mixed Green, Caesar, Baby Spinach, Mediterranean, Citrus

Fresh Dinner Rolls and Butter

House Wine with Dinner

Entrée

Select from the Tier 3 Entrees

Four hours of Open Bar featuring:

Domestic and Import Beer,

Soda, House Wine

House, Call, & Premium Cocktails

\$150/person

Gold Package

Choice of Three Hors D' Oeuvres from Tier 1 or 2

Choice of the following Salads:

Mixed Green, Caesar, Baby Spinach, Mediterranean, Citrus

Fresh Dinner Rolls and Butter

House Wine with Dinner

Entrée

Select from the Tier 2 Entrees

Four hours of Open Bar featuring:

Domestic and Import Beer,

Soda, House Wine

House & Call Cocktails

\$125/person

Silver Package

Choice of Three Hors D' Oeuvres from Tier 1

Choice of the following Salads:

Mixed Green, Caesar, Baby Spinach, Mediterranean, Citrus

Fresh Dinner Rolls and Butter

House Wine with Dinner

Entrée

Select from the Tier 1 Entrees

Four hours of Open Bar featuring:

Domestic and Import Beer,

Soda, House Wine

\$100/person

Salads

Mixed Greens

Spring Mixed Greens, Carrot, Cucumber, Radish, Red Onion,
Grape Tomatoes, Croutons, Balsamic Vinaigrette.

Caesar

Chopped Romaine, Grape Tomato, Crisp Prosciutto, Shave Parmesan,
Garlic Croutons, House Made Caesar Dressing.

Baby Spinach

Baby Spinach, Toasted Walnut, Red Onion, Boiled Egg, Bleu Cheese,
Warm Brown Sugar Bacon Vinaigrette.

Mediterranean

Chopped Romaine, Cucumber, Tomato, Red Onion, Pepperoncini,
Kalamata Olives, Feta, Pita Chips, Greek Vinaigrette.

Citrus

Mixed Greens, Orange, Grapefruit, Toasted Almond, Fried Onion,
Honey Tarragon Vinaigrette.

Hors d'oeuvres Cocktail Receptions

All hors d'oeuvres may be prepared for display or butler passed and will be served with appropriate condiments for one hour

Tier 1

Heirloom Tomato Bruschetta, Fresh Mozzarella, Garlic Crostini

BBQ or Swedish Meatballs

Chicken Satay, Thai Peanut Sauce

Mini Fruit Kabab

Italian Sausage Stuffed Cremini Mushroom

Vegetable Spring Roll

Tier 2

Wisconsin Cheese & Charcuterie Kabob

Bacon Cheddar Sliders

Teriyaki Steak Kabobs

Pork Pot Sticker

Antipasto Skewer

Sausage & Wild Mushroom Flatbread

Bacon Jam and Brie Crostini

Tier 3

Herb Crusted Lamb Lollipop Chops

Tenderloin Sliders, Onion Marmalade, Horseradish

Ani Tuna "Nachos", Ginger Cucumber, Wasabi Aioli

Mini Lump Crab Cakes, Remoulade

New Glarus Glazed Bacon Wrapped Shrimp

Beer Battered Shrimp, Vodka Cocktail Sauce

Lobster California Roll

Dinner Entrée Selections

Includes choice of starch and vegetable

Tier 1

Bruschetta Chicken

Garlic Grilled Chicken Breast, Fresh Mozzarella, Bruschetta Tomato, Balsamic Reduction

Chicken Picatta

Sautéed Chicken Breast, Lemon, White Wine, Capers, Butter

Pork Chop

Sweet Tea Brined Center Cut Pork Chop, Brown Sugar Bacon Marmalade

Flank Steak

Marinated and Grilled Flank Steak, Roasted Wild Mushroom, Demi-Glace, Rosemary Aioli

Citrus Ginger Salmon

Grilled Salmon Filet, Ginger Honey Glaze, Fresh Orange and Grapefruit

Grilled Vegetable Risotto

Grilled Zucchini, Yellow Squash, Eggplant, Asparagus, Five Cheese Risotto

Tier 2

Tournedos

Pan Seared Medallions of Beef Tenderloin, Roasted Wild Mushroom, Charred Red Onion, Red Wine Demi-Glace.

Chicken Monterey

Garlic Grilled Chicken Breast, Grilled Jumbo Shrimp, Sundried Tomato Beurre Blanc, Pesto

Pork Tenderloin

Cider Marinated Pork Tenderloin, Whole Grain Mustard BBQ Glaze, Roasted Sweet Corn and Cucumber Relish

Short Ribs

Red Wine Braised Boneless Beef Short Rib, Demi-Glace, Horseradish Cream, Tobacco Fried Onion

Feta Shrimp

Lemon Roasted Jumbo Shrimp, Roasted Grape Tomato, Toasted Feta Cheese, Fresh Basil, Butter

Wild Mushroom Ravioli

Truffle Cream, Cracked Pepper, Parmesan.

Dinner Entrée Selections

Includes choice of starch and vegetable

Tier 3

Filet

Grilled 8oz Filet of Beef Tenderloin, Roasted Oyster and Cremini, Mushroom,
Port Wine Demi-Glace, Truffle Butter

Sea Bass

Pan Seared Sea Bass Filet, French Olive, Caper, Tomato, Arugula Pesto

Lamb Chops

Rosemary Grilled Lamb Chops, Whiskey Glace, Mint Julep Cucumber

Scallop

Sesame Crusted Diver Scallops, Red Curry Coconut Cream, Toasted Coconut,
Fried Carrot, Scallion

Veal Osso Bucco

Braised Veal Osso Bucco, San Marzano Tomato, Italian Olives, Oregano, Romano.

Starch Selections

Roasted Garlic Whipped Potato

Wild Mushroom Twice Baked Potato

Rosemary Roasted New Potato

Five Cheese Risotto

Wild Rice Pilaf

Sweet and Yukon Potato Hash

Vegetable Selections

Grilled Asparagus

Haricot Vert

Grilled Vegetable Stack

Garlic Roasted Baby Brussels

Brown Sugar Glazed Carrots

Broccoli Cauliflower Gratin

Private Party Catering Guidelines & Policies

<u>Room</u>	<u>Room Capacity</u>	<u>Rental Fees</u>
Clubhouse Banquet Dining Room	225	\$1500
Waterfront Patio Tent	150	\$1000
Entire Wedding at Patio Tent	75	\$2000
Lakeview Room at Yacht Club	28	\$300

Rental Fees

Prices include the use of round or rectangular banquet tables, chairs, table linens, china, glassware, silver, set-up and clean-up of the space.

Deposit

A \$3000 deposit and a signed contract are required to hold your event date. The deposit is not an additional charge but will be applied to your final bill. In the event your function is canceled the deposit is non-refundable. Until we receive your deposit and a signed contract your event holds a tentative status.

Cancellations

Cancellations may only be made by the customer only in the event said function is canceled and then only on notice in writing. Cancellations that take place 6 months or longer from the said event date will have 50% of their deposit refunded only **if Abbey Springs is able to rebook** another function for the space. Deposits will be refunded after the date of the function. If Abbey Springs is unable to rebook the space and date or the cancellation takes place less than 6 months prior to said event, no refund will be granted. Should you cancel less than ten (10) days before your event, you will be responsible for the price of your function outlined in the Banquet Event Order (BEO).

Tax Exempt Status

A copy of the Certificate of Exemption in the state of Wisconsin must be submitted at least one week prior to your event.

Guest Count

Estimated Guest Count is due at the time of booking which may be no less than 75% of your estimated guest count.

Guarantee Guest Count is due TEN DAYS (10) prior to your event, failure to provide a guarantee at least ten (10) days in advance will result in the use of your Estimated Guest Count. **Under Ten Days**, NO VARIANCE is allowed and you will be billed for the contracted amount. Should the number of guests exceed the guaranteed amount, Abbey Springs will make all reasonable accommodations for such additional guests, and you will be responsible for them at the then prevailing rates.

Service Charge and Sales Tax

There will be a 22% gratuity charge on all food and beverages, plus 5.5% state and local taxes on all rentals services, food, and beverage prices.

Payments

Abbey Springs accepts all major credit cards, checks and cash. Payment must be made in full for the final amount TEN days prior. If a check is not given, the credit card on file will be charged. All other charges incurred on the date of the event, over and above the amount charged prior, will be charged to the credit card on file. Statements are payable upon receipt.

Late Payments

For accounts more than thirty (30) days in arrears, a finance charge of 2% will be assessed on the outstanding balance.

Hold Harmless

Abbey Springs will be held harmless for any and all damages or destruction including theft and/or mysterious disappearance to any and all equipment owned or leased to your function.

Property Damage

The host is responsible for the proper conduct of all event guests and is liable for any damages to any person or the facility (including golf course or equipment) caused by their guests and will be billed for damages incurred.

Private Party Catering Guidelines & Policies, cont.

Sit Down Meals

In the event that you select multiple entrée choices, selections are limited to a maximum of two entrées and we require the following: a final count of all entrée choices to be given ten (10) days prior to the event, and a place card to distinguish the entrée to the guest. We are always pleased to consider a vegetarian request, outside of the two choices, but there will be a limit as to how many the kitchen will prepare. **One price is charged for all entrées; with the highest entrée price charged.** Taste tests may be arranged by appointment only, and will incur a \$35 per person charge. All menu items for tasting are subject to approval and will be charged to the final event bill.

Pricing

Due to the fluctuating market conditions, prices are subject to change without notice. Firm food and beverage prices are quoted 30 days prior to function, if requested. Two weeks prior to your event, please inform our Catering Manager of your choice of entrée, any specifics relating to your function and your estimated number of guests.

Carry on/out Food or Beverages

In compliance with all federal, state and local mandates no liquor, beer, wine or food may be brought in from outside sources to be consumed on property. Wedding Cakes are permitted from a licensed approved bakery. There is a \$75 cake cutting fee for all cakes brought in, to be cut and served by Abbey Springs. Please do not ask for excess buffet items to-go, as we cannot permit food to be taken off the premises.

Bar

If an open bar reception is planned, the customer purchases the drinks for the guests and is charged on a per drink or package price basis. accordance with state law, minors are not allowed to consume alcoholic beverages. You are responsible to assist us in policing minor guests attending your function. All Federal, State and Local laws with regard to food and beverages purchases and consumption shall be strictly adhered to. Absolutely no drinking games will be allowed.

Decorations

It is specifically understood that decorations, signage and other such and similar items will not be attached in any manner to the walls, doors or structure of any part of the building. Decorating with confetti or glitter is prohibited. All candles must have flames enclosed. You are responsible for all set-up and take-down arrangements, any instructions with each vendor as well as all charges incurred. Abbey Springs does not assume any responsibility for the damage or loss of any merchandise or articles unattended or left in the facility prior to, during, or following your event. This includes decorations, gifts, clothing, any cake décor or service ware, favors, etc.

Closing and Music

All p.m. functions will have a last call at 11:30 pm. Set up and volume of all music is controlled by Abbey Springs.

Departure Time

Failure to vacate the premises in a neat and clean condition, requiring only vacuuming, no later than the date and time agreed upon, will authorize Abbey Springs to charge the association or the patron labor charges for the removal of decoration, exhibit or display refuse. Evening functions will vacate the property no later than 12:00 am.

Audio Visual Rental

In the Waterfront Patio Tent area there is no sound system provided. You are welcome to bring in your own sound system and are responsible for set up and take down of any equipment, including bringing in extension cords if needed. The Clubhouse Banquet Room is equipped with an overhead projector and drop down screen for slideshows, as well as a wireless microphone. You will be charged for any lost or stolen equipment rented for your event. We highly encourage you to test your equipment prior to your event in the banquet room.

Photography

Please inform us if you would like to take pictures on the golf course.

Property Damage and Illegal Substances

The host is responsible for the proper conduct of all event guests and is liable for any damages to any person or the facility (including golf course or equipment) caused by their guests and will be billed for damages incurred. Absolutely no outside alcohol, vaping, or illegal substances are allowed on property or in the event spaces.