

EDGEWOOD

Golf Course, Event Center, Pool,
Restaurant & Pub

*Where Strangers become Friends,
And Friends become Family*

Wedding Ceremony & Rehearsal Dinner Packet



519 Golf Club Road

Anderson, IN 46011

Phone: 765-642-4979

Fax: 765-643-3860

www.theedgeexperiences.com

RESERVATIONS: *All Reservations are considered tentative until a deposit and signed contract are delivered to The Edgewood Event Center.*

ROOM CHARGES: *Amounts are non-refundable and are based on a per-room basis as listed below:
Included: (Bridal Suite) (Room for Rehearsal Dinner) (All indoor Tables & Chiavari Chairs) (Plates) (All Glassware) (All Flatware) (Wedding Coordinator) (Standard White Linens w/ Skirting around Major tables) Colored Linens available for minimal fee. **If renting the Patio glassware becomes Plasticware****

\$1500 Banquet Room rental fee (12 hours not exceeding 11:00pm)

\$750 ½ Banquet Room rental fee (8 hours not exceeding 11:00pm)

\$250 The Edge Room rental fee (4 hours not exceeding 10:00 pm)

\$500 Patio rental fee (6 hours not exceeding 10:00pm)

Ceremony Fee: \$250.00 + Outdoor Chairs

DEPOSITS: *A non-refundable Equal to the amount of the room rental fee is due with a signed contract to reserve the date and time.*

PRICING: *Food and beverage prices are subject to change and will be confirmed two weeks prior to the date of the event. All prices are subject to a 20% service charge/gratuity and 8% sales tax.*

PAYMENT: *Final payment is 7 days before the day of the event. A billing statement will be presented 10 days before the day of the event unless prior arrangements are made. Checks should be made payable to The Edgewood Event Center. Credit cards may only be used if the card is present at the time of payment.*

SECURITY: *Private security will be the responsibility of the event host. The Edgewood Event Center will not be responsible or held liable for any damage or loss of personal property while on the premises.*

CLEANING FEE: *Based on the condition of the room at the end of the event, an additional cleaning fee may be applied to the final bill.*



BANQUET CONTRACT

Function Date: _____ Time: _____ Type: _____

Estimated Attendance: _____

Area to be used: _____

Deposit Amount: _____

Received: _____

Name: _____
(Please print)

Billing Address: _____

Email Address: _____

Telephone #: _____

Alternate #: _____

Signature: _____ Date: _____
(client)

Signature: _____
(The Edge Representative)



ACCOMMODATIONS

FULL BALLROOM:

*Full Banquet Room can accommodate 180 guests.
Chiavari chairs
66" round tables seating up to 8 to 10 guests per table*

½ BALLROOM EAST: (STAGE)

*East Banquet Room can accommodate 60 guests with stage area.
Chiavari chairs
66" round tables seating up to 8 to 10 guests per table*

½ BALLROOM WEST: (FIREPLACE)

*West Banquet Room can accommodate 80 guests without dance floor
Chiavari chairs
66" round tables seating up to 8 to 10 guests per table*

THE EDGE ROOM:

*The Edge Room can accommodate 40 guests.
Chiavari chairs
60" round tables seating up to 8 to 10 guests per table*

The Edge Patio:

*The Edge Patio can accommodate 100 guests
60" round tables seating up to 8 to 10 guests per table*

Chair covers, Chair pads or Sashes can be rented for an additional fee.



MENU REQUIREMENTS



The Edgewood Event Center takes pride in the products and services that we offer. All parties over ten are required to select a set menu for us to ensure optimal service and quality of food. Specific menus are due no later than 30 days before the event. All food and beverage consumed must be purchased from The Edgewood Event Center (with the exception of specialty cakes; a \$75.00 service fee will apply on all cakes). Leftover food may not be removed from the property with the exception of the cakes brought in by the client. The Edgewood Event Center may have more than one event on any one day. The chef and food team will work closely with you to help design a menu that will satisfy your needs. Dietary substitutes will be prepared upon request, last minute requests will be handled to the best of the chef's

FOOD & BEVERAGE MINIMUMS



All rooms have a food and beverage minimum. This amount must be spent on either food or beverages and does not include taxes, service charges, or extra charges such as set up fees. Parties that do not meet this minimum with food or beverages will be charged for the unused portion of the minimum.

<i>Banquet Room F&B Minimum</i>	<i>\$750</i>
<i>½ Banquet Room F&B Minim</i>	<i>\$325</i>
<i>The Edge Room F&B Minimum</i>	<i>\$200</i>
<i>The Edge Patio F & B Minimum</i>	<i>\$350</i>

FOOD

*All food items must be supplied and prepared by The Edgewood Event Center and **may not be removed** from the premises. This banquet package serves only as a guide for planning your special occasion. Our food and beverage staff will be happy to create any custom menu that you may desire. Final details must be made at least 2 weeks prior to your planned event.*

All lunch events must end by 3pm and all dinner events cannot begin before 5pm unless prior arrangements are made through the event coordinator.

GUARANTEED ATTENDANCE



A guaranteed number of attendees are required at least 14 days in advance prior to the date of your function. The guarantee provides the basis for charges and is not subject to reduction. Increases in guaranteed attendance are subject to food availability and/or approval by the event coordinator. In the event that a guarantee count is not submitted, the estimated count will be used for billing.

BEVERAGES



In accordance with the State and Federal Regulations, all alcoholic beverages must be supplied by The Edge and consumed on the premises. We do however, allow you to bring your own wine or champagne. There is a \$10 corkage fee per 750mL bottle.

PRICES



Prices are subject to change and will be guaranteed 14 days prior to the function. All food and beverage items and charges are subject to a 20% service charge/gratuity in addition to 8% sales tax.

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BILLING



All billing will be completed following the event unless prior arrangements are made. Payment is due 24 hours before the day of the event. We accept Visa, Mastercard, American Express, Discover, check or cash.

EVENT AREAS



The Edgewood Event Center will reserve event space in accordance with the guaranteed number of attendees. Should the number of attendees decrease or increase, we will reserve adequate space accordingly and charge applicable fees. In the case that dramatic decreases were to occur in the event attendee counts, The Edge reserves the right to adjust the room arrangement accordingly. Evening ballroom functions are given five hours for their event. Parties wishing to extend extra time are subject to an extra hour fee of \$200 and must notify the event coordinator of these arrangements two weeks prior to the event. Any adjustments made within the last 36 hours prior to an event are subject to a \$100 adjustment fee. This includes room set up and place settings.

LIABILITY



The Edgewood Event Center reserves the right to inspect and control all private functions. The Edgewood Event Center cannot assume responsibility for the client's personal property and/or equipment brought to the club. Underage drinking is strictly prohibited, any event attendees under the age of 21 violating this law will be asked to leave the premises. Event security is the responsibility of the event host.

A non-refundable deposit is required to reserve the space and time for your function. We operate on a first-come, first-serve basis. The first person to place a deposit and complete all contracts will receive the reserved space and/or date.

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CANCELLATION POLICY



*A **non-refundable** deposit is required to reserve the space and time for your function. We operate on a first-come, first-serve basis. The first person to place a deposit and complete all contracts will receive the reserved space and/or date.*

ROOM RESTRICTIONS



In order to respect our guests' privacy, guests of any private function are restricted to the rooms and areas specifically reserved for their function and may not wander throughout the facilities.

RESPONSIBILITY OF PARTY



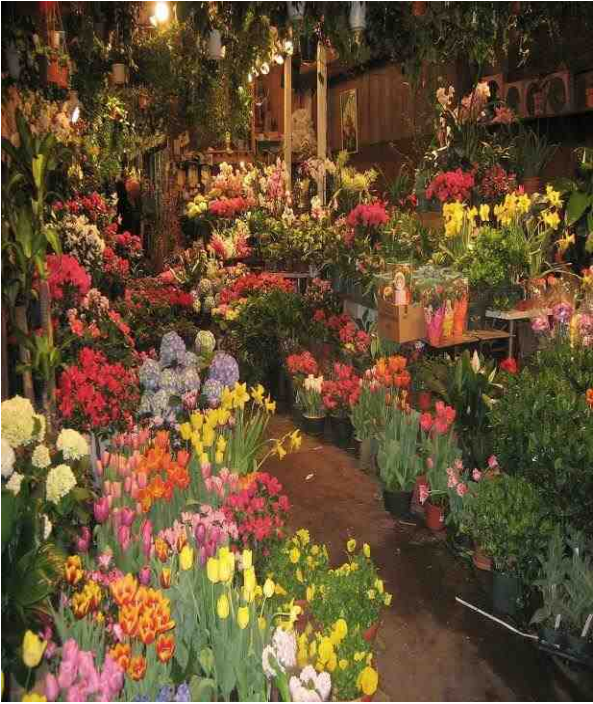
The host of the party will be responsible for providing The Edgewood Event Center with an itinerary of events for the day, including time, location, and length of the ceremony if applicable, as well as the names and phone numbers of your contacts in case of emergency (i.e. florist, music, photographer, etc.).

DECORATIONS



*The Edgewood Event Center **does not permit anything to be affixed to the walls, ceiling, furniture, floors or fixtures** unless previously approved. **No glitter or confetti allowed.** All decorating and removal must be done during regular hours and is the responsibility of the party. If the decorations remain after the pre-set time, The Edge will have them removed and the host will be charged \$250 for clean-up. Any damages to the facility will result in non-negotiable additional charges and will be added to the final bill.*

LOCAL RECOMMENDED FLORIST



*Flowers by Mary Jane
2833 Madison Ave
Anderson IN 46016
765-649-1283*

LOCAL RECOMMENDED WEDDING CAKE SPECIALIST

*A Slice of Heaven Cakery, LLP
908 North Main Street
Lapel, IN 46051
Phone: 765-534-3282
www.asliceofheavencaakery.com*



LOCAL RECOMMENDED PHOTOGRAPHER



Emily Weis
765-635-4899

LOCAL RECOMMENDED DISC JOCKEYS



David Isabelle
765-639-5798