

# Sylvan Lake Golf & Country Club

## *2017 MEETING PACKAGE*



**Sylvan Lake Golf and Country Club**  
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# General Meeting Information and Policies

The Sylvan Lake Golf and Country Club welcomes you and your guests to one of Central Alberta's Premier golfing and dining facilities.

## **ROOMS & RENTAL FEES FOR MEETINGS**

The Sylvan Lake Golf and Country Club has three rooms to choose from based on the size of your meeting event.

### Duffers Den:

\$250.00 + GST

The Duffers Den is located downstairs in the main Clubhouse and has its own private entry on the east side of the building. It can accommodate a maximum of one hundred (100) people with a dance floor. Inside Duffers Den you will find a pub style atmosphere with two pool tables, two dart boards, music system and two televisions. This room is used for receptions, business meetings, private luncheons, dinners, weddings and golf tournaments.

### Eagles Nest:

\$350.00 + GST

The Eagles Nest is located on the main floor in the Clubhouse with access from the main deck or through the restaurant. It can accommodate comfortably seventy five (75) people without a dance floor and forty five (45) with a dance floor. This room has a beautiful brick fireplace as a back drop to any event, windows with a view of the golf course and a hardwood dance floor in the center of the room. This room is not 100% private and it is used for small weddings, golf tournaments, business meetings, luncheons and dinners.

### Tournament House:

\$500.00 + GST

The Tournament House is our largest facility and is located on the west side of the golf course property. It can accommodate comfortably two hundred (200) people with a dance floor. Inside you will find a beautiful stone fire place and dance floor. This facility is used for large business meetings, reunions, golf tournaments and weddings.

\*A HALF DAY RATE WILL BE CHARGED FOR MEETINGS NEEDING ACCESS THE DAY BEFORE YOUR EVENT FOR SET UP.

\* THE ABOVE ROOM RENTAL RATES ARE BASED ON THE INCLUSION OF FOOD & BEVERAGE. THE ROOM RENTAL RATES ARE DOUBLE IF FOOD OR BEVERAGE IS NOT PROVIDED. MINIMUM \$25.00 PER PERSON.

## **DEPOSIT AND PAYMENT POLICY**

A non-refundable, non transferable five hundred dollar (\$500.00) deposit is required to guarantee your booking. Should you be forced to cancel, your deposit is forfeited.

Sylvan Lake Golf and Country Club requires full payment based on your guaranteed number of guests four (4) business days prior to your event. An invoice will be emailed to you. Payment may be made by cash, debit card, Visa, MasterCard or Amex. At the time of booking, we will ask for a credit card number which will be placed in your file. This card will be used if there is a balance due following your event. In the event of "overpayment", Sylvan Lake Golf & Country Club will issue a credit to your credit card.

# General Meeting Information and Policies

## **GUARANTEED NUMBER OF GUEST**

The Sylvan Lake Golf & Country Club Events Coordinator must be notified of the guaranteed number of guests attending, by noon eight (8) days prior to the event. The customer shall hereby undertake to pay for the guaranteed number or the actual number served, whichever is greater. No refunds will be given for confirmed guest who do not show up to the event.

## **PRICES**

All prices are subject to change without notice; however the Sylvan Lake Golf & Country Club will guarantee all prices sixty (60) days prior to the function. A fifteen percent (15%) gratuity will be added to all food and beverage charges at time of billing. All prices are subject to five percent (5%) GST. Gratuities are subject to GST. According to *Canada Revenue Agency Regulations* all service charges or gratuities added to the bill that are not at the discretion of the customer are subject to GST.

## **TABLES**

The Tournament House venue has octagon shape tables that seat eight (8) people per table. The Duffers Den venue has two (2) foot square tables that seat two (2) people per table or put together to make up larger seating arrangements. The Eagles Nest has two (2) foot square tables that seat two (2) people per table or four (4) foot rectangular tables that seat four (4) people per table. Head tables will be made up of eight (8) foot rectangular tables. Sylvan Lake Golf & Country Club will provide all the necessary tables you require such as guest sign in, gift and DJ table.

## **LINENS**

We can supply linen napkins and tablecloths at an additional fee of \$3.00 per person. All linens and colours must be pre order through with the Events Coordinator one month prior to event date. *(Buffet tables have linen at no charge unless specific color is needed. Standard color is white linen for buffet tables)*

## **DECORATING & CENTERPIECES**

Many have personal preference as to the way in which they would like the facility decorated. Some restrictions may apply as to the material used but you may bring in your own centerpieces and decorations.

You can book an extra day before the function day for decorating the facility to your liking at a rate of half the daily rental fee.

The function coordinators or host are responsible for the removal of all decorations at the completion of the meeting. The Sylvan Lake Golf & Country is not responsible for damage or loss of articles left in the venues, prior to, during or following any function by the client or guests attending the function.

# General Meeting Information and Policies

## **FOOD & BEVERAGE**

The Sylvan Lake Golf & Country Club shall be the sole supplier of Food & Beverage. Sylvan Lake Golf and Country Club prohibits the removal of food and beverage items following your meeting.

It is the policy of Sylvan Lake Golf and Country Club to serve alcoholic beverages in a responsible and professional manner at all times. We adhere to all applicable laws and regulations as they pertain to the service of alcohol to under age or visibly intoxicated persons. Hours of service for alcoholic beverages are from 10:00 am to 1:00 am. All Alberta Gaming and Liquor Commission regulations will be strictly enforced. Unauthorized alcohol will be confiscated.

Sylvan Lake Golf & Country Club does reserve the right to discontinue bar service to guest. The premises must be vacated by 2:00am.

## **MISCELLANEOUS**

All venues at the Sylvan Lake Golf & Country Club are smoke-free environments. Smoking is permitted outside five (5) meters from all exits and entrances.

The Function Coordinator and/or Company are responsible for the actions of its guest and will indemnify and save harmless Sylvan Lake Golf and Country Club from all losses, damages and claims whatsoever which Sylvan Lake Golf and Country Club suffers or incurs as a result of any act, neglect or omission of a function guest.

The Function Coordinator and/or Company accepts responsibility and reimburses the Sylvan Lake Golf and Country Club for all damages caused by the function coordinator, its guest, event participants, agents, or employees to the Sylvan Lake Golf and Country Club facilities.

Sylvan Lake Golf and Country Club shall not be responsible for any loss of injury suffered or incurred by any banquet guest.

*All children must be under parental supervision at all times.*

# MEETING APPLICATION

DATE OF MEETING:	ESTIMATED # GUEST:	
FUNCTION NAME:		
FUNCTION COORDINATOR:		
MAILING / BILLING ADDRESS:		
TELEPHONE (Home):		
TELEPHONE (Business):		
TELEPHONE (Cell):		
EMAIL ADDRESS: (please print)		
ESTIMATED TIME OF DECORATING:	ESTIMATED TIME OF ARRIVAL:	
ESTIMATED TIME OF COCKTAILS:	ESTIMATED TIME OF MEAL:	
ROOM CHARGE: (circle) \$250 Duffers Den	\$350 Eagles	\$500 Tournament House
*Based on the inclusion of Food & Beverage.		
HALF DAY SET UP FEE: \$125 Duffers Den	\$175 Eagles	\$250 Tournament House
DEPOSIT AMOUNT ENCLOSED: \$	DATE:	
DEPOSIT PAID BY: VISA    MASTERCARD    AMEX    DEBIT    CASH (please circle)		

A valid credit card number is mandatory to guarantee the event booking. By signing below, the card holder hereby authorizes Sylvan Lake Golf & Country Club to charge any outstanding amount to the credit card below.

Payment is due four (4) business days prior to your event.

CREDIT CARD#:
EXP DATE:
CVV/CVC #:
CARDHOLDERS'S NAME:
CARDHOLDERS SIGNATURE:

Thank you for completing the above information to the best of your knowledge at the time of booking. Details such as room set-up, line colors, beverage service, and menu selection will be discussed with our Events Coordinator as your function approaches. These details must be confirmed at least 1 month prior to your event. Please return this application with the signed contract and deposit. Your function will not be confirmed unless the completed application, contract and deposit are received.

# CONTRACT

**THE HOST AGREES WITH SYLVAN LAKE GOLF & COUNTRY CLUB, TO COMPLY WITH AND BE BOUND BY THE FOLLOWING CONDITIONS, POLICIES AND PROCEDURES:**

1. The host is responsible for all guest and any damages that may occur to the Sylvan Lake Golf & Country Club.
2. The Sylvan Lake Golf & Country Club assumes no responsibility for any individual property damage or bodily injuries incurred while at the club.
3. A room charge (plus GST) will be applied to all bookings. Room charges as follows: Duffers Den \$250, Eagles Nest \$350, Tournament House \$500.
4. The above room rental rates are based on the inclusion of food & beverage. The room rental rates are double if food & beverage is not provided.
5. A room charge of half of the standard room charge rate will be applied to bookings that book an extra day for decorating.
6. All decorations must be removed immediately following the completion of the function.
7. All bookings require a five hundred dollar (\$500.00) non refundable and non transferable deposit to confirm the function. The deposit will be regarded as a down payment towards the total cost of the event.
8. Full Payment is due four (4) days prior to your event. This payment is based on your guaranteed number of guests. Any outstanding balance due after the function will be placed on the credit card number which we have on file. A detailed invoice will be emailed to you.
9. All requirements and menu selections must be received at least one (1) month in advance.
10. Final numbers are required by noon eight (8) days prior to the function. Failure to provide a guaranteed number will result in a charge for the original estimated number or the actual number in attendance, whichever is greater.
11. Due to health regulations no food or beverage may be brought in or taken from the premise.
12. Sylvan Lake Golf & Country Club must provide all beverages (alcoholic and non alcoholic).
13. Sylvan Lake Golf & Country Club is not responsible for misplaced or damaged items.
14. All venues are smoke free.
15. The premises must be vacated by 2:00 am.
16. All food is subject to 15% gratuity and 5% GST. .
17. Terms and Conditions are subject to change without notice.

**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THE TERMS AND POLICIES INCLUDED IN THIS CONTRACT AND THE ATTACHED MEETING PACKAGE. PLEASE RETURN THIS CONTRACT ALONG WITH THE MEETING APPLICATIONS AND DEPOSIT.**

**AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , \_\_\_\_\_**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OF HOST**

\_\_\_\_\_  
**AUTHORIZED HOST (Print Name)**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OF CO-HOST**

\_\_\_\_\_  
**AUTHORIZED CO-HOST (Print Name)**

\_\_\_\_\_  
**ACCEPTED ON BEHALF OF SYLVAN LAKE GOLF & COUNTRY CLUB**

# BEVERAGE SELECTION

## **ALCOHOL SERVICE POLICY**

It is the policy of Sylvan Lake Golf and Country Club to serve alcoholic beverages in a responsible and professional manner at all times. We adhere to all applicable laws and regulations as they pertain to the service of alcohol to under age or visibly intoxicated persons. Hours of service for alcoholic beverages are from 10:00 am to 1:00 am. All Alberta Gaming and Liquor Commission regulations will be strictly enforced. Unauthorized alcohol will be confiscated. Sylvan Lake Golf & Country Club does reserve the right to discontinue bar service to guest(s). The premises must be vacated by 2:00am.

## **BAR SET-UP- All Liquor pours are 1 oz.**

Our standard set-up consists of Wisers Rye, Lamb's White Rum, Lamb's Dark Rum, Gin, Scotch, Liqueurs, Domestic Beer (Molson, Canadian, Coors Light, Kokanee, Budweiser and Bud Light), Imported Beer (Corona and Heineken), Coolers (Mike's Hard Lemonade and Bacardi Breezers) and House Wine. Mix includes regular and diet soft drinks, Clamato and lime juices. All plastic or glassware, ice and condiments are provided as required.

## **HOST BAR**

A host bar is recommended for groups when the host is paying for all liquor consumption. Host bars are subject to gratuity of 15%.

## **TOONIE BAR**

Toonie bar is also recommended if you wish to have a partially subsidized bar. For example: for a toonie bar your guest would pay \$2.00 towards the purchase of a drink and the host would be responsible for paying the remaining additional amount. Toonie Bars are subject to gratuity of 15%.

## **CASH BAR**

Cash bar is recommended when groups wish to purchase their individual beverages through the bartender or when the host wishes to distribute \*drink tickets to their guests.  
\*(Drink tickets are subject to gratuity of 15%)

## **CASH BAR PRICES**

**If you are having a Host Bar, Toonie Bar or purchase drink tickets, prices below are subject to 15% gratuity charge.** Prices do not include GST of 5%.

	<u>Duffers Den &amp; Eagle's Nest</u>	<u>Tournament House</u>
Highballs (1 oz.)	\$5.25	\$5.25
Premium (1 oz.)	\$5.75	\$5.75
House Wine (5 oz glass)	\$6.00	\$6.00
Domestic Beer	\$5.00 per bottle	\$4.25 per can
Imported Beer	\$5.95 per bottle	\$5.00 per can
Liquor (1 oz.)	\$6.25	\$6.25
Coolers	\$5.50 per bottle	\$5.50 per can
Fountain Pop (2-free refill)	\$3.00	\$3.00
Juice (no refills)	\$3.00	\$3.00

Prices are subject to change without notice. \*A selection of specialty drinks and premiums are available upon request. Prices are available upon request.

# **MEETING BREAKFAST MENU**

*All packages are Buffet Style*

PACKAGE # 1 \$ 5.95 per person \_\_\_\_\_  
Muffins and Danish (assorted), coffee and juice

PACKAGE # 2 \$ 6.95 per person \_\_\_\_\_  
Assorted cereals with ice cold milk, coffee and juice

PACKAGE # 3 \$ 8.95 per person \_\_\_\_\_  
Muffins, yogurt, fresh fruit tray, coffee and juice

PACKAGE # 4 \$ 9.95 per person \_\_\_\_\_  
Scrambled egg with bacon, cheddar cheese all between a kaiser bun, coffee and juice

PACKAGE # 5 \$13.95 per person \_\_\_\_\_  
Scrambled eggs, bacon, hash browns, waffles, fruit tray, coffee and juice

## **SNACKS DURING BREAKS**

Each tray is for approximately 20-25 people

Assorted Cookies \$35.00 per tray \_\_\_\_\_

Vegetable Tray with dip \$55.00 per tray \_\_\_\_\_

Fruit Tray \$65.00 per tray \_\_\_\_\_

Cheese & Cracker Tray \$85.00 per tray \_\_\_\_\_

Mini Pastries and Sweets \$55.00 per tray \_\_\_\_\_

All prices are plus a gratuity fee of 15% and GST 5%



# **MEETING LUNCH MENU**

*All packages are Buffet Style*

PACKAGE # 1 \$ 14.95 per person \_\_\_\_\_

***SOUP & SANDWICH BUFFET:***

Assorted fresh made Sandwiches on a variety of buns and breads, served with homemade soup.

PACKAGE # 2 \$ 14.95 per person \_\_\_\_\_

***BBQ BEEF ON A BUN***

Tender Roast Beef sliced with smoky B.B.Q. sauce, fresh buns, sliced red onion, Caesar salad and a pickle tray.

PACKAGE # 3 \$ 14.95 per person \_\_\_\_\_

***OVEN BAKED LASAGNA***

Homemade lasagna, baked to a perfect golden brown, served with Focaccia Bread and Caesar salad.

PACKAGE # 4 \$ 14.95 per person \_\_\_\_\_

***BUILD YOUR OWN BURGER***

Juicy 6 oz. beef patties, all the toppings and condiments, served with potato salad.

ALL LUNCH PACKAGE OPTIONS COME WITH ASSORTED SQUARES,  
COFFEE & TEA

All prices are plus a gratuity fee of 15% and GST 5%

# MEETING DINNER MENU

*All packages are Buffet Style*

*Plate service available for additional \$2.95 per person*

PACKAGE # 1 \$ 22.95 per person \_\_\_\_\_

**6 oz. CHICKEN Mushroom Swiss**

Served with baby roasted potatoes, chefs vegetable, dinner buns, tossed salad and one additional salad

PACKAGE # 2 \$ 23.95 per person \_\_\_\_\_

**Roast Baron of Beef**

Served with mashed potatoes and gravy, chefs vegetables, dinner buns, horseradish, tossed salad and one additional salad

PACKAGE # 3 \$ 23.95 per person \_\_\_\_\_

**Pork Loin**

Roasted pork loin stuffed with homemade dressing, roasted potatoes, chefs' vegetable, fresh dinner buns, tossed salad and one additional salad

PACKAGE # 4 \$ 32.95 per person \_\_\_\_\_

**PRIME RIB**

Served with baby roast potatoes, chefs vegetable, dinner buns, horseradish, tossed salad and one additional salad

ALL DINNER PACKAGE OPTIONS COME WITH ASSORTED SQUARES,  
COFFEE & TEA

All prices are plus a gratuity fee of 15% and GST 5%

# FUNCTION FORM

GROUP NAME:		
Type of Function:	DATE:	
Venue: Duffers / Eagles / Tournament House		
Arrival Time:		
Meeting Time:	Time of Food:	Time of Bar:

**FOOD DETAILS:** # for food \_\_\_\_\_

<b>Breakfast:</b>	
Package #1/ Muffins & Danish	
Package #2/Asst. Cereals	
Package #3/ Muffins, Yogurt, Fruit	
Package #4/Breakfast Sandwich	
Package #5/Scrm Breakfast	
<b>Snacks During Breaks:</b>	
Assorted Cookie Tray	
Vegetable & Dip Tray	
Fruit Tray	
Cheese & Cracker Tray	
Mini Pastries & Sweets	
<b>Lunch:</b>	
Package #1/Soup & Sandwich	
Package #2/BBQ Beef and Bun	
Package #3/Lasagna	
Package #4/Build your own Burger	

<b>Dinner:</b>	
Package #1 / Chicken Breast	
Package #2 / Roast Baron of Beef	
Package #3 / Pork Loin	
Package #4 / Prime Rib	
<b>Bar:</b>	
Host	
Toonie (\$2.00)	
Cash	
<b>Power cords:</b>	
<b>Projector Screen:</b>	
<b>Internet connection:</b>	
<b>Dry Erase Board / Flip Chart</b>	

**Special Notes:**

**Authorizing Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_