

Sylvan Lake Golf
&
Country Club
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 or event.

Duffers Den:

\$300.00 + 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 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 one television. This room is used for receptions, business meetings, private luncheons, dinners, weddings and golf tournaments.

Eagles Nest:

\$400.00 + 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 people without a dance floor and forty-five with a dance floor. This room has a beautiful brick fireplace as a backdrop 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:

\$1000.00 + 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 people with a dance floor. Inside you will find a beautiful stone fireplace 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 WITH A MINIMUM CHARGE OF \$25.00 PER PERSON.

DEPOSIT AND PAYMENT POLICY

A non-refundable, nontransferable five-hundred-dollar deposit is required to guarantee your booking. Should you be forced to cancel, your deposit is forfeited.

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 ten 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.

PAYMENT

Sylvan Lake Golf and Country Club requires full payment based on your guaranteed number of guests eight days prior to your event. An invoice will be emailed to you. Payment may be made by cash, debit card, visa or master card. 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.

PRICES

All prices are subject to change without notice; however, the Sylvan Lake Golf & Country Club will guarantee all prices sixty 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 people per table.

The Duffers Den venue has two-foot square tables that seat two people per table or put together to make up larger seating arrangements.

The Eagles Nest has two-foot square tables that seat two people per table or four-foot rectangular tables that seat four people per table.

Head tables will be made up of eight-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.

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

LINENS

We can supply linen napkins and tablecloths at an additional fee of \$4.00 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)*

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 always serve alcoholic beverages in a responsible and professional manner. We adhere to all applicable laws and regulations as they pertain to the service of alcohol to underage 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 guests. The premises must be vacated by 2:00am.

MISELLANEOUS

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

The Function Coordinator 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 or Company accepts responsibility and will 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 always under parental supervision.

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) \$300 Duffers Den \$400 Eagles \$1000 Tournament House *Standard Room Charge Based on the inclusion of Food & Beverage.	
HALF DAY SET UP FEE: \$150 Duffers Den \$200 Eagles \$500 Tournament House	
DEPOSIT AMOUNT ENCLOSED: \$	DATE:
DEPOSIT PAID BY: (circle) VISA MASTERCARD DEBIT CASH	

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 eight 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 \$300, Eagles Nest \$400, Tournament House \$1000
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 nonrefundable and nontransferable 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 eight 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 month in advance.
10. Final numbers are required ten 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 nonalcoholic.
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 always serve alcoholic beverages in a responsible and professional manner. We adhere to all applicable laws and regulations as they pertain to the service of alcohol to underage 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 Vodka, Rye, Lamb's White Rum, Lamb's Dark Rum, Gin, Scotch, Liqueurs, Domestic Beer (Molson, Canadian, Coors Light, Kokanee, Budweiser and Bud Light), Premium Beer (Coors Banquet and Corona), Coolers (Mike's Hard Lemonade and Smirnoff Ice) 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 two dollars 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 gratuity charge of 15% and GST charge of 5%.

<u>Drinks</u>	<u>Base Price</u>
Liquor (1 oz.)	\$6.50
Premium (1 oz.)	\$8.50
House Wine (5 oz glass)	\$6.00 to \$10.50
Domestic Beer (per can)	\$6.42
Imported Beer (per can)	\$6.67
Coolers (per can)	\$6.67
Ciders (per can)	\$6.67
Fountain Pop – free refills	\$3.00
Juice (no refills)	\$3.00

Prices are subject to change without notice.

*A selection of specialty drinks and premiums are available upon request.

*All drink prices are subject to GST charge of 5%

MEETING BREAKFAST MENU

All packages are Buffet Style

PACKAGE # 1 \$7.25 per person _____
Muffins and Danish (assorted), coffee and juice

PACKAGE # 2 \$9.50 per person _____
Breakfast Sandwich - Egg with bacon, cheddar cheese all between an English muffin,
coffee and juice

PACKAGE # 3 \$18.50 per person _____
Scrambled eggs, bacon, hash browns, pancakes, coffee and juice

SNACKS DURING BREAKS

Each tray is for approximately 20-25 people.

Assorted Cookies \$45.00 per tray _____

Vegetable Tray with dip \$65.00 per tray _____

Mini Pastries and Sweets \$65.00 per tray _____

Fruit Tray \$75.00 per tray _____

Cheese & Cracker Tray \$95.00 per tray _____

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

MEETING LUNCH MENU

All packages are Buffet Style

PACKAGE # 1 \$17.95 per person _____

SOUP & SANDWICH BUFFET:

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

PACKAGE # 2 \$18.95 per person _____

BBQ BEEF ON A BUN

Tender Roast Beef sliced with B.B.Q. sauce, fresh buns, sliced red onion, Caesar salad.

PACKAGE # 3 \$20.00 per person _____

BUILD YOUR OWN BURGER

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

PACKAGE # 4 \$22.00 per person _____

OVEN BAKED LASAGNA

House made lasagna, baked to a perfect golden brown, served with Garlic Bread and Caesar 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

PACKAGE # 1 \$29.95 per person _____

Inside out Chicken Cordon Bleu with wild mushroom sauce

Served with baby roasted potatoes, chef's vegetables, dinner buns, tossed salad and one additional salad.

PACKAGE # 3 \$29.95 per person _____

Pork Loin

Roasted pork loin stuffed with homemade dressing, roasted potatoes, chef's vegetables, fresh dinner buns, tossed salad and one additional salad.

PACKAGE # 2 \$32.95 per person _____

Roast Baron of Beef

Served with mashed potatoes, chef's vegetables, dinner buns, horseradish, tossed salad and one additional salad.

PACKAGE # 4 \$34.95 per person _____

PRIME RIB

Served with baby roast potatoes, chef's 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 _____

Meeting Breakfast:	
Package #1/ Muffins & Danish	
Package #2/ Breakfast Sandwich	
Package #3/ Scrambled Breakfast	
Meeting Snacks:	
Assorted Cookie Tray	
Vegetable & Dip Tray	
Mini Pastries & Sweets	
Fruit Tray	
Cheese & Cracker Tray	
Meeting Lunch:	
Package #1/ Soup & Sandwich	
Package #2/ BBQ Beef and Bun	
Package #3/Build your own Burger	
Package #4/Lasagna	

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

Special Notes:

Authorizing Host Signature: _____ Date: _____