



CATERING POLICIES

We are delighted you are considering our club for your special occasion. Please take a moment to review our catering policies and procedures. We will be happy to assist you with any questions or concerns regarding our policies.

Deposit & Payment

A non-refundable deposit is required to hold the date and space as definite for your event. The amount of the deposit will be determined upon booking and will be applied to your final bill. Pre-payment of the estimated bill is due when the final guest guarantee is submitted. Payment for any additional fees accrued the day of the event will be due upon departure. Payments accepted are credit card, cash or check.

Room Rental

Room rental rates are quoted at time of booking. The room rental covers room setup, table linens, china, flatware and glassware. Food & Beverages costs are in addition to the room rental.

Guarantee

A guarantee number of guests is required seven (7) days prior to the event date. If a final guarantee has not been received, the number of guests previously indicated on your signed contract will serve as the guarantee. Actual charges will depend on the guaranteed number or actual attendance at the event, whichever is greater. If the number in attendance exceeds your guarantee given, Wild Marsh may prepare additional meals, if possible, and the host will be charged accordingly for each additional guest; the same meal cannot always be promised should your attendance be greater than your guarantee.

Food & Beverage Regulations

Wild Marsh Golf Club must provide all food and beverage. No outside food and beverages are allowed with the exception of wedding and specialty cakes. Health Department regulations prohibit us from allowing guests to take home food or beverages. Our liquor license states that all alcoholic beverages must be purchased and consumed at the club. We reserve the right to confiscate any alcohol brought onto the premises.

Menu Selection

The enclosed menus will provide helpful suggestions and are designed to offer you a selection of quality items, but you are not limited to these selections alone. Our Catering Office is ready to consult with you on any special theme or ethnic menu to give your party the personal touch. Your menu selection should be submitted to the Catering Office no later than three weeks prior to your event. Due to changing market conditions, all menu and liquor pricing is subject to change. Wild Marsh will guarantee all contracted events thirty (30) days prior to event.

Liability

Wild Marsh Golf Club reserves the right to charge an appropriate clean up or damage repair fee if the condition of the facilities after the event deem this to be necessary. Any damage to Club property caused by an attendee, performer or set up person shall be the responsibility of host of the party. The cost of any repairs will be billed to the host of the party. The Club will not assume any responsibility for the damage or loss of any merchandise or articles left on premises before, during or after your function.

Service Charge & Tax

All food & beverage prices are subject to 20% service charge and applicable state sales taxes based on current tax rate. The service charges collected are not the property of any one person and will be distributed at the discretion of management.

Special Occasion Cakes

You are welcome to provide your own dessert (i.e. cake, cupcakes, etc.). There will be a \$1.00 per person plate charge (includes cutting and serving).

Centerpieces and Decorations

The Catering Office is happy to assist you in the ordering of floral arrangements, table linens, candles or any other special decorations. *Confetti, glitter or the like is not allowed.* A clean up fee will be assessed if these items are used. All candles should have enclosed flames and base for wax drippings. The Club will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, tape or other substance.

Music and Entertainment

You are welcome to make arrangements for your entertainment. It is important for your entertainment to contact the catering office regarding setup times and power needs. A list of recommended vendors is available upon request. Entertainment must end no later than 12:00 a.m. All guests must vacate the premises by 1:00 a.m.

HOST ACKNOWLEDGMENT

Name of Function: _____

Function Date: _____

Room Rental: _____

Non-Refundable Room Deposit of \$ _____ Received: _____

Host Name: _____

Signature: _____ Date: _____