

# WEDDINGS & SPECIAL EVENTS



Klinger Lake Country Club strives to make everything seamless, from the planning process to the conclusion. Our Manager and team will gladly answer questions and guide you in creating a day to remember.

With our help and guidelines the event will run smoothly and efficiently, so you and your guests will be able to enjoy your special day. We look forward to meeting you and helping plan and execute the perfect event!

## NUMBER OF GUESTS

- Our indoor facility can accommodate 15–200 guests comfortably (150–175 guests is ideal).
- Our outdoor space can accommodate 200+ guests.

## FEES

All indoor room rentals are guaranteed until 12am and all outdoor rentals until 11pm. Special requests can be made for alternative times; however, a special fee may apply. (See Additional Fees & Options on reverse.)

To reserve a date we request full payment for the rental as your deposit. This deposit is non-refundable.

### INDOOR CEREMONY | \$200 COST INCLUDES:

- Setup & takedown of chairs (allow additional time for transition from wedding to reception if both are held at KLCC)
- Saturday morning setup starting at 8am
- Access to locker rooms if there is no conflicting golf event (Client is responsible for locker room cleanup)
- Assistance from the Manager/Event Planner to help make your event run smoothly and efficiently

### INDOOR BANQUET / RECEPTION | \$750 COST INCLUDES:

- Use of tables and chairs
- General setup and cleanup – tables, chairs, place settings, napkins, table cloths and glasses (plastic will be used for kegs)
- Service of a certified Chef
- Trained bartenders and wait staff
- Saturday morning setup starting at 8am
- Access to locker rooms if there is no conflicting golf event (Client is responsible for locker room cleanup)
- Assistance from the Manager/Event Planner to help make your event run smoothly and efficiently (the Manager can provide vendor lists and also will provide seating layouts; Client must assign seating based on those layouts)

### OUTDOOR CEREMONY | \$300 COST\* INCLUDES:

- Saturday morning setup starting 9am
- Client is responsible for rental and all setup and tear-down of chairs and anything else that applies
- Access to locker rooms if there is no conflicting golf event (Client is responsible for locker room cleanup)
- Client will need to provide all electrical cords for any sound required during the ceremony.

### OUTDOOR BANQUET / RECEPTION | \$950 COST\* INCLUDES:

- Table cloths and napkins
- Plates for up to 200 guests
- Barware (plastic cups)
- Service of a certified Chef (buffet service is the only food option)
- Trained bartenders and wait staff
- Saturday morning setup starting at 9am
- Access to locker rooms if there is no conflicting golf event (Client is responsible for locker room cleanup)
- Assistance from the Manager/Event Planner to help make your event run smoothly and efficiently (the Manager can provide vendor lists).

\*See **For Outdoor Events** on reverse.

## FOOD & BEVERAGE SERVICE

For indoor events, guests may be offered up to three entrée selections for a plated meal. All meals are served with the same salad, starch and vegetable. If you offer up to three meal options, you must provide a visible means of identifying each dinner selection on the place card.

Plated dinners will have a required seating chart, with the layout provided by the manager. KLCC will need the seating assignments and a chart indicating the number of entrees per table, provided 72 hours prior to the event, for our staff to serve efficiently.

If guests dine on the same entrée or the meal is a buffet, you will not need to provide place cards. The Manager will still provide a layout.

All beverages must be purchased through KLCC; any others will be confiscated (see beverage guide for additional information). The client may bring in food upon approval prior to the event. All food at the reception except cake and/or approved table snacks must be purchased through KLCC.

Any items you intend to keep must be taken with Client at the end of the event.

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## TAX & GRATUITY

**A 6% sales tax and 20% gratuity are charged on all food & beverage. Payment is due at the conclusion of the event.**

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## ADDITIONAL FEES & OPTIONS

If you'd like a **food tasting**, Client is responsible for the cost of each plate or item sampled. Payment is collected at the time of the tasting.

Since KLCC does not set up cakes, Client or vendor is responsible for initial cake setup. **Cake cutting** fee (\$50) includes cutting, use of plates, and serving or displaying cake pieces. Client may choose not to use this option and instead be responsible for cutting, providing plates, and serving or displaying cake pieces.

Outdoor ceremony **chair setup/teardown**: \$75.

Outdoor **ceremony coordinator** (\$75) will assist in directing guests and bridal party on the day of the ceremony. They will not be responsible for any vendor coordination that day. Additional services by the Manager/Event Coordinator can be arranged through KLCC for additional fees.

KLCC provides a primary location for ceremonies. If you prefer an **alternate location**, pending approval, Client will be responsible for transportation of chairs to & from alternate site and the fee is \$75.

**Early setup** at 7am indoors or 8am outdoors: \$100.

**Additional cleanup** beyond KLCC guidelines after event (\$30/hour) includes decoration cleanup/teardown; trash such as confetti, wrappers, etc.; excessive bathroom misuse; locker room trash or mess; cigarette butts not placed in correct receptacle.

**Repairs** for documented damages: full cost.

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## FOR OUTDOOR EVENTS

Fee does not include chairs, setup or teardown. All chairs must be taken down and stacked prior to event's conclusion.

Client is responsible for renting and returning:

- Tables including buffet tables for food, cake, etc.
- Chairs
- Place settings and water glasses
- Plates if party exceeds 200
- Bars and table skirting for bars
- Tent
- Dance floor
- Lights
- Generator for power source, power cords, etc.

Bar and food service will be limited. Beer must be purchased by the keg, wine and/or liquor by the bottle, and non-alcoholic drinks (pop, tea, lemonade, juice) by the 2-liter bottle. Client must specify desired quantities of each beverage; KLCC can assist with this process.

Client is also responsible for setting up dance floor, tent, all tables, chairs, etc. and for tearing and stacking them at the end of the event. If the rental company is handling the setup and teardown, Client must get KLCC's approval of times.

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# GENERAL INDOOR EVENTS



BRIDAL SHOWERS

BRUNCHES

BIRTHDAY PARTIES

REHEARSAL DINNERS

GRADUATIONS

GOLF OUTINGS

BABY SHOWERS

ANNIVERSARY DINNERS

REUNIONS

ENGAGEMENT PARTIES

COMPANY PARTIES

LUNCHEONS/DINNERS

Our indoor facility can accommodate 15–200 guests comfortably without the use of our outside deck area (150–175 guests is ideal).

All room rentals are guaranteed until 12am. Special requests can be made for alternative times; however, a special fee may apply. (See Additional Fees & Options on reverse.)

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## **FACILITY RENTAL:**

\$200 for up to 49 guests

\$300 for 50–99 guests

\$400 for 100+ guests

## **COST INCLUDES:**

- Use of tables and chairs
- General setup and cleanup (tables, chairs, place settings, napkins, glasses (plastic will be used for kegs) and table cloths
- Service of a certified Chef
- Trained bartenders and wait staff
- Saturday morning setup starting at 8am
- Access to locker rooms if there is no conflicting golf event (Client is responsible for locker room cleanup)
- Assistance from the Manager/Event Planner to help make your event run smoothly and efficiently (the Manager can provide vendor lists and also will provide seating layouts; Client must assign seating based on those layouts)

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Any items you intend to keep must be taken with Client at the end of the event.

Please refer to Food & Beverage section (on reverse) for more information.

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