

Event Guidelines

Our goal at Elk River Golf Club is to provide our Guests with 100% SATISFACTION!
Our experienced and professional staff will strive to make your event
A very memorable one!

Menu Selection

Menu selection should be submitted no later than 7 days prior to your event date. All events booked less than 7 days prior to the event must have menu selection at the time of booking. Please limit your plated entrée choice to two entrée selections. Multiple entrée choices require color-coded place cards to identify which dinner has been selected. A list of name and choices are required 1 week prior to the event.

Guarantees

Please notify us 7 days prior to your event. Please refer to your completed catering contract for deadlines specific.
To your event. Billing is based on your guarantee or the actual number of attendees – which ever is greater.

Room Rental

Room Rental from April to November is \$450.00
Room Rental from December to March is \$50 per hour from 8am to 7 pm. After 7pm to 10 pm \$50.00
All events require a deposit (room rental fee) to reserve the hall. The balance is due after your event.
All room rentals include set up and clean up of room; tables, chairs, professional staff.
On-Site wedding \$200.00.

Sales Tax and Gratuity

Menu prices are subject to a 7.875% food tax and 20% service charge.
Bar prices are subject to a 10.275% liquor tax, host bars will also be charged a 20% service charge.

Beverage Service

Host Bar: You are responsible for the payment of your guests beverages. You may select a certain time for the bar.
To be hosted, set a dollar amount, purchase drink tickets, purchase bottles of wine, or kegs of beer.
Cash Bar: Your guests are responsible for purchasing their own beverages.

Food and Liquor Regulations

State law prohibits any outside liquor to be brought onto the premises.
You may bring in own specialty cakes.

Entertainment

Bands and DJs welcome. Entertainers must contact the general manager 2 weeks prior for set up.

Event Guidelines Cont.

Food and Beverage Minimums Off-Season

If the Food & Beverage minimum is NOT reached at the end of your FINAL BILL, you will be responsible for the difference. Room Rental/Deposits and gratuities do NOT count toward minimums.

The minimums for full room private event is \$1,200

Payment and Cancellation

A non-refundable deposit equal to the room rental fee is required, along with the signed Banquet contract.

Please refer to your contract for the deadline date.

If you do not return the signed contract and deposit it will result in loss of banquet room.

Full payment for the event is due after your event.

Decorating

You may do your own decorating. Responsible for clean up of own decorations that you provided after event.

Elk River Golf Club is not responsible for any items left after an event.

You may decorate the day of your event.

Confetti of any kind is NOT allowed.

You may NOT put tape or tacks on painted walls.

You are responsible to bring your own supplies when decorating. An additional fee will be added for use of Clubhouse Materials.

Rentals

Table Linens - \$4.00 per linen

Linen Napkins – \$.20 each

Cake service -- \$50.00

On-Site Wedding Chairs --\$5.00 per chair

The CaddyShack @ Elk River Golf Club 763-441-4163