

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 \$400.00
- Room Rental from December to March is \$100.00
- 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 \$150.00.

Sales Tax and Gratuity

- Menu prices are subject to a 6.875% food tax and 20% service charge.
- Bar prices are subject to a 9% 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.

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 are as follows:
 - 0-20 people - \$550.00 food and beverage minimum
 - 21-60 people - \$950.00 food and beverage minimum

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 --\$3.00 per chair

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