

Hanson Brothers Golf Holdings Wedding Reception Information and policies

Grandview Ballroom at Hudson: The ballroom can comfortably seat 300 people. This spacious room has large windows overlooking a breathtaking view of our golf course. The entire ballroom rents for \$1500.00 on Fridays, and Saturday nights. Included in this price is the North Lounge and Patio. The North Lounge comfortably seats and additional 50 people.

River Falls Banquet Hall: The ballroom can comfortably seat 270 people and rents for \$1200.00 on Friday and Saturday nights.

Deposits: A deposit of the full room charge is required to reserve the ballroom for all wedding receptions. Hanson Brothers Golf Holdings accepts all major credit cards, check, or cash. The deposit includes the use of Hudson Golf Club's china, silverware, mirrors for centerpieces, linen napkins; all set up and take down, and all wait staff and bar staff. 50% of the estimated food and beverage cost is due 30 days prior to the reception.

Cancellation Policy: Upon cancellation of an event, deposits are non-refundable.

Payment Plan: Payment is due by cash, check, or credit card at least 72 hours prior to the event. A credit card number must be on file for your event in case of cost overrun due to higher guest count or alcohol consumption that exceeds the contract amount.

Guarantees: Please contact the Catering Office at least 10 days prior to your function with the final number of guests you expect to attend. This number is not subject to reduction, but may be increased. If no guarantee is submitted, we will consider the original number expected on this contract as your guarantee.

Hanson Brothers schedules a two-hour window between each event for room set-up. HBGH agrees to have the reserved room ready at the time stated in the booking agreement, signed by the client. Client agrees to vacate at the prescribed time in order for the next event to be setup. You, the client may enter the room at 11:00 a.m. the morning of the reception to decorate the banquet hall.

Prices: The prices on our Catering Menu, due to market conditions, are subject to change without notice.

Damage Liability: It is the sole responsibility of the client renting the venue and service of The Hudson and River Falls Golf Club facilities to vacate the premises in the same condition as prior to the event. This includes, but not limited to floors, walls, artwork, china, plants, furniture,

Initials: _____ Date: _____

blinds, tables, chairs, and outside property. Damage caused by you or your guests will result in immediate repair by a reputable contractor at The Club's discretion. You, the client, agree to pay for all charges incurred to repair the facilities and its contents. In the event of serious damage that would cause the room or rooms to be unavailable for future business, you the client, agree to pay fee for loss of business. Normal wear is excluded. This is to protect the club from unusual circumstances and is in place to cover only the cost of repairs and a minimum charge for loss of revenue. Also, for the protection of the client, any guests exhibiting signs of potentially causing damage to the facility will be asked to vacate The Club and its premises. This includes signs of any unruly behavior.

Excess Cleaning: HBGH reserves the right to charge an additional fee of \$50.00 per hour for any extended cleaning deemed necessary by the condition of the room.

Additional Fees: A service charge for 20% will be applied to the final bill. Sales tax (required by the state of Wisconsin) is 5.5%, and will also be added to the final bill.

Menu Selection: The Catering Department would love to help custom design a menu for you and your special occasion. If there are two entrée items selected, it is the client's responsibility to provide meal cards for each person to help define which entrée goes to each guest. Vegetarian and children options are also available. When selecting a menu you, the client, are welcome to have more than two entrée items, but please note that there will be a \$1.00 charge per guaranteed guest for the extra entrée choice. Due to Health and Safety regulations, left over banquet food is not allowed to be removed from the premises.

Food Minimum: The minimum for Grand View Ballroom or River Falls Ballroom is \$2500.00

Food Regulations: Due to Health Department Regulations and Club policy, food and beverage consumed on the premises must be prepared by our Caterer. This excludes wedding cakes and desserts. You are allowed to supply your own cake if it is provided by a licensed baker. Cake cutting fee is \$0.75 per person. Wisconsin state tax and service charges still apply. A guest is allowed to cut and serve the cake at no additional charge, but note that the guest must bring in their own plates and cutlery for each guest.

Dedicated Time of Service: Guests must eat at the time indicated in the event order sheet. If the guests do not eat at the indicated time, there will be a \$250.00 charge every fifteen minutes of delay.

Candy/Mints/Nuts/Favors: Please inform the Catering Department if you plan on providing commercially prepared candy, mints, or nuts for your guests. Candy, mints, and nuts are also available through the catering department.

Initials: _____ Date: _____

Tastings: HBGH welcomes tastings of menu selections. There is an additional fee of \$15.00 per plate sampled which will be added to the final bill. All tastings will take place in River Falls at the West Wind.

Bar Services: HBGH reserves the right to refuse service of alcoholic beverages to guests whenever deemed necessary. Liquor licensing prohibits guests from bringing in their own alcohol to use in the club. In accordance with Wisconsin Laws, and Hanson Brother's policy, all bar service must end by 11:45 PM with last call given at 11:30 PM. If the event's closing is not midnight, last call will be given a half hour before close, with bar service ending 15 minutes before closing.

Beverage Minimum: The Minimum for Grand View Ballroom or River Falls Ballroom is \$1000.00

Decoration: Hanson Brothers allows you to decorate the ballroom and meeting rooms; however tape, nails, and tacks cannot be used to affix décor to the walls, ceiling, or carpeting. Confetti, glitter, or anything alike are not allowed due to possible damages to vacuums and equipment. The use of our lighting and tulle can be used for a \$50.00 charge.

Ceiling Décor: Hanson Brothers allows all clients having a private function to decorate the ceiling. However, to cover minor damages, there is an automatic \$50.00 charge. Any damages will be held responsible by the client.

Additional Set-Up: Further labor requirements will be \$50.00 per hour (one hour minimum). This includes setting up center pieces, outside rented linens, equipment, place cards, party favors and other items not provided by HGC.

Smoking: There is no smoking inside the Hudson Golf Club or the River Falls Golf Club.

By signing below, you are agreeing to the above banquet policies.

Client's Printed Name: _____

Client's Signature: _____

Date: _____

Event Coordinator's Signature: _____

Date: _____

Initials: _____ Date: _____

