

MEETING & EVENT PACKAGES

Main Ballroom Event Package

Olympic Hills Banquet Room

Accommodates up to 200 people for a seated dinner or 300 for a cocktail reception.

The Banquet Room can also be divided to accommodate groups of 50 or less for a private meeting or event space.

- Standard set-up & clean-up
- White or ivory tablecloths & white, ivory or black napkins
- Tables & chairs
- China, silverware, & stemware
- Indoor bar
- Newly remodeled banquet room with hardwood floors
- Newly built outdoor deck that wraps around the entire Banquet Room
- Gas burning fire pit located on outside upper deck
- Newly upgraded indoor & outdoor audio visual system
- On site event coordinator

Founders Room Package

Boardroom Size Private Room

(Seats up to 32 people with round tables)

- Standard set-up & clean-up
- White or ivory tablecloths & white, ivory or black napkins
- Newly remodeled room with hardwood floors
- Tables & chairs
- China, silverware & stemware
- Indoor bar access
- Newly upgraded indoor audio visual system
- On site event coordinator



OLYMPIC HILLS
GOLF CLUB

EVENT FEES

***Room Rental:**

| | <u>100-200 People</u> <i>Olympic Room</i> | <u>Fewer than 100 People</u> <i>Olympic Room</i> | <u>Up to 32 People</u> <i>Founder's Room or Olympic Room</i> |
|--|--|---|---|
| Sunday-Saturday Day & Monday-Thursday Evening | \$250 | \$150 | \$150 |
| Fri, Sat (<i>Non-peak Months</i>), Sun Evening | \$1,800 | \$1,000 | \$150 |
| Saturday Evening (**Peak Months) | \$2,000 | \$1,500 | <i>Not Available</i> |

Food Minimums:

| | | | |
|--|-------------------------------|---|--|
| Monday-Saturday Day & Monday-Thursday Evening | Determined at time of booking | <i>No food minimum required for groups of 25 people or less</i> | |
| Sunday Day | \$4,000 | \$2,500 | |
| Fri, Sat (<i>Non-peak Months</i>), Sun Evening | \$4,000 | \$3,500 | |
| Saturday Evening (**Peak Months) | \$5,500 | \$4,000 | |

****Olympic Hills Golf & Social Members receive half off their Room Rent***

*****Peak months are May-October***

Additional Fees:

A/V & Meetings

| | |
|-------------------------------------|-----------|
| 60" Mounted TV in Founder's Room | \$100.00 |
| Audio Cord connected to PA System | \$20.00 |
| Conference Speakerphone | \$30.00 |
| Flipchart with Markers | \$20.00 |
| LCD Projector | \$150.00 |
| Microphone | \$100.00 |
| Podium | no charge |
| Portable 90" Flat Screen TV Display | \$175.00 |
| Presentation Clicker | \$10.00 |
| Small or Large Screen & AV Cart | \$20.00 |

Décor/Centerpieces

| | | |
|---|---------|-------------|
| Black Lanterns <i>with candles</i> | \$4.00 | (each) |
| Black Standard Length Linens | \$3.50 | (each) |
| Cylinder Vases (<i>varying heights available</i>) | \$2.00 | (each) |
| Fishbowl Vases | \$2.00 | (each) |
| Floating Candles (<i>white or ivory</i>) | \$3.00 | (each) |
| Floor length linens (<i>white or ivory</i>) | \$20.00 | (each) |
| Ivory Chair Covers (<i>setup not included</i>) | \$1.00 | (per chair) |
| Table Numbers (<i>white or ivory</i>) | \$1.00 | (per table) |
| Mirrors (<i>square or round</i>) | \$2.00 | (each) |
| Votive Candles (<i>white or ivory</i>) | \$0.50 | (each) |

Events

| | |
|--|----------------------------------|
| Additional Patio Event Space | \$1,000.00 |
| <i>(Use of space located under deck overlooking 18th Green for event)</i> | |
| Baby Grand Piano | \$100.00 |
| Cake Cutting & Serving | \$1.50 (per person) |
| Dessert/Cupcake Fee | \$1.00 (per person) |
| Personalized Gobo Light Display | \$200.00 |
| Personalized Name/Place Cards | <i>quoted at time of booking</i> |
| Portable bar on outside deck | \$250.00 |
| Portable Fire Pit | \$100.00 |
| Knife & Spatula Set for Cake Cutting | \$10.00 |
| Split Entrée Fee | |
| <i>(per person, choice of 2 entrees)</i> | |
| | \$1.00 |
| <i>(per person, choice of 3 entrees)</i> | |
| | \$2.00 |
| Sunday Bartender Fee | \$250.00 |

All rental prices and fees are subject to 7.275% sales tax.

CATERING POLICY

*We are pleased that you have chosen to hold your event at Olympic Hills Golf Club.
Below is an outline of our catering & event policies and procedures...*

Function Rooms

Your agreement includes the rental of Olympic Hills' event space as specified in the event agreement for your event date. The rental agreement *does not* include the golf course, golf carts, driving range, putting green, paths around the course or clubhouse, or Member only grille or Member only deck and locker rooms. If additional space and/or multiple additional sitting tables are required due to the fact that more people are in attendance on the day of the event than guaranteed seven (7) business days prior, there will be an additional \$100 fee added to the final bill. If this is predetermined seven (7) business days prior to the event, there will be no additional charge. If Olympic Hills is notified of this less than seven (7) business days prior, this additional fee will apply. Olympic Hills reserves the right to substitute an alternate room should the projected attendance fall below the original estimate. Set up times vary depending on availability of the room, which will be determined a week prior to the event.

Timing

The start and end times for your event are stated on the agreement. These times need to be followed by the group's timeline. By signing the agreement, the client is adhering to those specific times. The end time listed is the time that the event is finished. It does not include exit time for guests.

For **evening events**, you will have the banquet area reserved starting at your designated prearranged time and we ask that last call happens at 11:45 PM and that music stops at 12:00AM (midnight). Everyone needs to make their way out of the building after midnight and the doors are locked at 1:00 AM. All shuttle bus drivers need to have the guests picked up by 12:30AM.

Guarantees

The estimated charges and costs for the event are set forth in the agreement. You are required to notify the Catering Department with the guaranteed number of guests you expect to attend at least seven (7) business days prior to your event. If the guarantee is not received seven (7) days prior to the function, the original expected number will serve as the guarantee. The number of guaranteed guests may not be lowered once submitted, and you will be billed for the guarantee regardless of no shows.

Menu Selection

We can customize any menu of your choice. All final menu selections must be made at least thirty (30) days prior to the event. **All food and beverage prices cannot be guaranteed until sixty (60) days prior to the event.**

Meal Indicators

Groups over twenty-five (25) will be required to provide entrée selection counts for the group at least one (1) week prior to the event. In this case, you are also required to provide meal indicator cards for all of your guests and these must be approved by the Catering Department at least two (2) weeks prior to your event. Olympic Hills can provide customized meal indicator/place cards for you and the charge for this will be quoted based on your number of guests.

Plated Meals

You may serve up to 3 (three) entrées for your dinner. You will provide the breakdown of entrée choices seven (7) days prior to the event, as well as a color coded system at each place setting to identify your guest's entrée selection. Vegetarian and children entrees are available upon request. There is not an additional plate charge for children's meals and generally not an additional plate charge for vegetarian meals unless they exceed 10% of the guaranteed number. We are able to accommodate specific dietary restrictions (i.e. Dairy Free, Gluten, etc.). If gluten free meals exceed 10% of your final count \$1.00 will be added per entree. For dinner groups of more than fifteen (15) people, all guests must be served the same salad, starch, vegetable and dessert.

Food Regulations

Due to health department regulations and Club policy, food consumed on the premises must be prepared by the Club, with the exception of cakes or cupcakes. Leftover food on buffets and sit down dinners cannot be given to guests to take home. To-go boxes will not be distributed to event guests with the exception of Members. Cooler and freezer usage in kitchen is not available. No food or beverages of any kind may be brought into or removed from the Club by either you or your guests without prior written approval. A \$100 fee will apply if any other food or snacks are brought in.

Liquor Service

No liquor will be sold to or consumed on Club premises by any person under the legal drinking age (21 years of age). Identification cards will be requested of any person that appears to be under thirty (30) years of age. If we believe that you or any of your guests are intoxicated, we shall be permitted, in our sole discretion, to discontinue or limit alcohol service at the event, and to request that you and/or your guests leave the Club, all without refund of the event price. Olympic Hills will take needed steps to contact law enforcement if these regulations are not followed. The bar will close before or no later than 12:00AM (*for evening events*). No outside liquor is to be consumed on the premises or parking lot. Bottles of wine can be brought in if coordinated with the Catering Department prior to the event. Olympic Hills allows the event host to bring in their own bottles of wine (750ml). There will be a corkage fee of \$15+tax +service charge per bottle for each bottle opened. Olympic Hills will not pour liquor shots of any kind.

Payment

We will not commence service without receipt of one hundred percent (100%) of a non-refundable payment of the estimated event price at least five (5) business days prior to your event. You will be notified of outstanding event price balances within one (1) week after the conclusion of the event. If outstanding balances are not paid in full or are only partially paid within thirty (30) days of the conclusion of the event, the remaining outstanding balances will be applied to the credit card that has been authorized for such payment (*refer to the attached Credit Card Authorization document*) along with an added 3% credit card service fee.

Bar Charges

The estimated event price is based on certain bar charges. We will notify you of the actual amount of bar charges within one (1) week after the conclusion of the event. If the estimated bar charges included in the estimated event price exceed the actual bar charges, we shall credit the difference to you. If, however, the actual bar charges exceed the estimated bar charges, you are required to pay the difference within thirty (30) days of the conclusion of the event, the remaining outstanding balances will be applied to the credit card that has been authorized for such payment if the balance is not paid within thirty (30) days (*refer to the attached Credit Card Authorization document*) along with an added 3% credit card service fee.

Sales Tax & Service Charge

All food prices are subject to a state sales tax and 20% service charge. This service charge is not a tip or gratuity. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion. All liquor prices are subject to a state sales tax and 20% service charge. Food prices are subject to 7.275% sales tax. Liquor prices are subject to 9.775% sales tax. All service charges are taxed as required by the State of Minnesota. By agreeing to this document you agree to pay applicable taxes on all sales and services rendered in connection with your event. The service charge is property of Olympic Hills Golf Club, which has complete discretion to its use and distribution.

Deposits

In order to reserve your event date, \$500.00 non-refundable deposit will be required for all events. After your \$500.00 deposit is received and the agreement is signed, your event date is booked. This applies to both Members and Non-Members.

Credit Card Information

Included as a supplementary component to this agreement is a Credit Card Authorization Document which needs to be completed, signed and submitted along with this agreement.

Cancellations

Cancellations that occur within ninety (90) days of the event will be required to pay the food minimum. Meeting groups of 50 guests or less may be eligible for a one-time deposit transfer in the event of a needed date change. This will be determined by the Catering Department based upon the circumstances of the request if notified at least 30 days prior the meeting date. The new date will be based upon the availability of the event calendar and must be within the same calendar year as the original meeting date. The deposit is non-refundable.

Food Minimums

Food minimums will apply to all functions and will be quoted by the Catering Department at the time of booking unless otherwise noted in the agreement. This applies to Members and Non-Members. Groups of 25 people or less are not required to reach a food minimum. See the Event Fees page above for food minimums. Food minimums do not include beverages, taxes, or service charges.

Food Tastings

Food tasting accommodations can be made through the Catering Department. Individual tastings can be set up for a \$125.00 Chef fee, along with the cost of the food.

Dessert

You are welcome to provide your own cake, cupcakes or other dessert from a licensed bakery. Cake cutting by event hosts, family Members or guests is not allowed. Tableware for dessert is included in the dessert fee (*listed on event fees page*).

Music and Entertainment

Olympic Hills is pleased to recommend music and entertainment, or you may make your own arrangements. All bands and DJ's must set up before the arrival of your guests, and finish no later than 12:00 AM (*for evening events*).

Fundraising Events

All table arrangement and setup needs for auction and fundraising item displays will be predetermined with the Catering Department and any changes must be communicated at least one (1) week prior to the event. If additional space and/or additional display tables are required due to the fact that more items are brought in on the day of the event, there will be an additional \$100 setup fee added to the final bill. If the setup needs are predetermined one (1) week prior to the event, there will be no additional charge. Any items that require special attention or setup (i.e. live animals, large items, vehicles, etc.) must be attended to by the client or someone designated by the client and any special arrangements need to be approved by the Catering Department regarding how these items will be handled on Olympic Hills property.

Audio Visual Equipment

If the client brings in their own AV/IT equipment, it is the client's responsibility to oversee and set up all equipment for the event. If Olympic Hills staff is needed to set up the client's equipment, a \$100 charge will be added on to the final bill. If the client rents Olympic Hills equipment, Olympic Hills will set up it up and the charges that will accrue will be the cost of the club's rental pieces (*listed on event fees page*).

Golf Carts & Golf Course

There will be no access to the golf cart storage area and golf carts. The driving range, any of the golf course holes and paths around the golf course are strictly off limits for all guests. No complimentary or paid golf lessons or rounds of golf will be allowed unless accompanied by a Member.

Valet Parking

Olympic Hills provides complimentary Valet Service. Gratuity is not included; guests can tip attendant if they choose.

Display, Decorations & Personal Property

All display and/or decorations planned by the host are subject to the approval of the Catering Department. Any property of the host and the guests brought on the premises of the Club and left shall be at the sole risk of the host; the Club will not be liable for any loss or damage to any such property for any such reason. The club is not responsible for lost, stolen or forgotten items.

Linens

The club provides white and ivory linens for tablecloths and napkins in the colors of white, ivory, black, maroon, green, or red at no additional charge. We can offer special order linens at an additional cost.

Deliveries and Set Up Times

All deliveries must be made the day of your event unless special arrangements have otherwise been made. Set up of your music, flowers, room décor, etc. will be arranged through the Catering Department. The Catering Department's office may be used for storage, but does need to be prearranged with the Catering Department. Olympic Hills request all decorations are set up by the host and vendors. Olympic Hills staff will assist if needed for an additional charge. Additional service time will necessitate additional labor, which will be applied to the event price. The costs associated any special labor hired by the Club and the costs for any special small wares, tables, chairs, decorative elements, linen or equipment rented by the Club at your request, shall be charged to you as part of the event price. All items from the event client and vendors must be removed at the end of the event on the same day. Special arrangements for setup or tear-down outside of these parameters may be possible and will be made by the Catering Department on a case by case basis.

Decorations & Centerpieces

All decorating concepts need to be approved with the Catering Department at least thirty (30) days prior to the event. No nails or tape are allowed on any walls. Labor required for any hung decorations or table decorations or centerpieces will be provided at an additional charge. Olympic Hills provides an oil cylinder candle for all tables (included in the rental charge). You are welcome to bring in your own flowers and table decorations if desired. Confetti, glitter, is not allowed. Any candles brought in must be unscented and enclosed in a vase or container (no unprotected flames).

Damages

Olympic Hills reserves the right to charge a cleaning fee if necessary and the cost of this will be added to the event price. You are responsible for your guests and any damage caused by their actions. The banquet room and premises should look the same way at the time when you arrive as to the time when you leave.

Conduct

You are responsible for conducting the event in a manner that is appropriate for the Club and in full compliance with all applicable laws, codes, rules and regulations having jurisdiction over the Club.

Damage to Location

You will be responsible for all injuries to persons, damages to the Club and adjacent areas and the loss of, or damage to, our equipment or property, caused by you or your guests at the event. Olympic Hills reserves the right to charge for damage. We will notify you of any such damage or loss, and the costs related thereto. You will be required to pay all such amounts to us within ten (10) days after such notification. In no event shall we be liable for such damages recited herein, except to the extent caused by our sole gross negligence.

Liability

Olympic Hills will not be responsible for any materials or equipment left in the banquet area, coatroom, locker rooms, or premises before, during, or after the event.