



## **GLENWOODIE GOLF CLUB BANQUETS BASICS**

Updated May 31, 2018

### **CAPACITY AND RENTALS**

**Harry Collis Room** – Seats up to 160 (130 with dance floor)

Minimum 75, 100 on Saturday

Rental - \$175/hour - \$225/hour on Saturdays

**LESS THAN MINIMUM CHARGE \$225**

**Golfview Room** - Seats up to 250 (220 with dance floor)

Minimum 100, 125 on Saturday

Rental - \$200/hour - \$250/hour on Saturdays

**LESS THAN MINIMUM CHARGE \$250**

**Ballroom** - Seats up to 430 (390 with dance floor)

Minimum 200, 220 on Saturday

Rental - \$300/hour - \$350/hour on Saturdays

**LESS THAN MINIMUM CHARGE \$350**

## **THE BASICS**

- Hall rental is a minimum three hours rental.
- Non-alcohol packages are available for afternoon events, church events and school events.
- For evening events on Saturday, a minimum 3-hour standard bar package is required, but if for religious reasons there can be no liquor, bar requirement can be waived by paying incremental room rental, linen rental and set-up charges.  
**HIOWEVER, AN ADDITIONAL \$500 FEE IS REQUIRED.**
- For evening events Monday-Friday and Sunday, a minimum 3-hour standard bar package is required, but bar requirement can be waived by paying incremental room rental, linen rental and set-up charges.
- In order to receive lunch prices for the meal, the food must be served by 3:00 p.m. — **NO EXEPTIONS.**
- Glenwoodie only charges room rental for the time that your guests are in the room. Set-up time will be available before the event, as it is available.
- Glenwoodie has four preferred caterers for your use.
- Glenwoodie Catering is full-service catering — room set-up, servers, bussers, and clean-up are all included in the per-person price.
- One-time outside caterers are permitted, though there is a \$100 application fee and a \$200 kitchen fee if the caterer wants to use Glenwoodie's equipment. Approval of outside caterer is subject to submission of required documentation and to kitchen inspection.
- For any event with an outside caterer, there will be a \$300 security deposit required (it will be included in the event total). Once the room is inspected and approved, the security deposit will be returned by check within three weeks of the event.
- When an outside caterer is booked, Glenwoodie does not staff for the event — the tables, chairs and perimeter tables (gifts, check-in, DJ, etc.) will be set per approved room layout and tablecloths will be put down. Outside caterers must provide full service — table set-up (plates, flatware, glasses, coffee cups/saucers, wine and champagne glasses if applicable, napkins, S/P, water pitchers (including replenishing); serving food, bussing tables, garbage out of room, kitchen and to dumpster, room clean-up.

- Service staff can be provided by Glenwoodie at a cost of \$175 per server. Glenwoodie recommends a lead server and one server per 50 guests.
- For a cash bar, the bartender fee is \$200. One bartender per 2100 guests is recommended.
- Tax exempt groups must provide IRS tax exempt letter before booking event.
- Guest tables are 6-foot rounds and seat ten guests comfortably.
- Six perimeter tables (6-feet long) with floor length tablecloths are included with the room. Additional tables are available if needed and are charged at \$10 each, plus the linen rental (\$13 per tablecloth).
- Highboy tables are available for rent at a cost of \$10 per table, plus \$15 for tablecloth and satin sash tie.
- With an event for 101 guests or more and a 3-hour open bar package, room rental, linens, and set-up/tear down are included. For open bar events 100 and under, there will be an incremental charge for these items.
- For events with no bar package, room rental, linen rental and set-up/tear down (\$2.50 per guest) are paid incrementally, and quoted per event.
- Linens provided with room rental are 108" round polyester tablecloth and polyester napkins. No additional charge for colored linens.
- A/V projector available for use at no charge.
- A discount on room rental is offered to Glenwood residents for events with over 100 guests. ROOT card required (available at Glenwood Village Hall) and contract must be written in the resident's name and event paid for by the resident. Discount is on a sliding scale based on the number of guests at the event.

## **THE EXTRAS**

- Centerpieces are not included with any room rental packages, but can be provided for a fee, starting at \$15 per table depending on complexity.
- Backdrops are available for rent, including set-up and tear-down.
- For satin tablecloths, there is a \$3 per cloth upcharge.
- For floor length tablecloths, there is a \$3 per cloth upcharge.
- Chair covers are available for rent – satin with sash - \$3.50 per, installed. Stretchy with band - \$4.00 per, installed.
- Chiavari chairs are available for rent - \$7 per chair, installed.

- Extra garden chairs for outdoor wedding are available for \$6.00 each.
- Risers available for rent — 6' x 8' - \$100 per section. Risers N/C for wedding head table top row with minimum four-hour deluxe bar.
- Dance floor can be moved to center of room for \$150. Dance floor move N/C for events with minimum four-hour deluxe bar.

## **THE BAR**

- Non-Alcohol Package — Sunday-Friday evening events after 4 pm will be charged incremental room rental, linen rental and set-up/tear-down, quoted by event.

3 hours - \$8 pp - \$10.24 pp including service charge and tax

4 hours - \$10 pp - \$12.80 pp including service charge and tax

5 hours - \$12 pp - \$15.36 pp including service charge and tax

**BARTENDER FEE OF \$200 WILL BE CHARGED.**

- Beer — Wine — Soda Package Bar

3 hours - \$12 pp - \$15.36 pp including service charge and tax

4 hours - \$14 pp - \$17.92 pp including service charge and tax

5 hours - \$16 pp - \$20.48 pp including service charge and tax

- Standard Bar — 3 hours - \$15 pp - \$19.20 pp including service charge and tax

4 hours - \$17 pp - \$21.76 pp including service charge and tax

5 hours - \$19 pp - \$24.32 pp including service charge and tax

- Deluxe Bar — 3 hours - \$20 pp - \$25.60 pp including service charge and tax

4 hours - \$22 pp - \$28.16 pp including service charge and tax

5 hours - \$25 pp - \$32.00 pp including service charge and tax

- Premium Bar — 3 hours - \$23 pp - \$29.44 pp including service charge and tax

4 hours - \$25 pp - \$32.00 pp including service charge and tax

5 hours - \$28 pp - \$35.84 pp including service charge and tax

# CATERING

Glenwoodie caterers can provide a two entrée or three-entrée family style or buffet meal. Plated meals are also available. Appetizer events can be created to fit any budget. Upgrades to beef tenderloin and the inclusion of passed appetizers are also available. Dietary restrictions can also be met with vegetarian and vegan options available. Glenwoodie caterers can provide menu options for traditional catering, Italian, Southern, Mexican, Creole, Soul Food and Cajun.

- Appetizer events (for five appetizers) start at \$12.95 pp - \$16.57 pp including service charge and tax
- Clara's Catering - Manned evening buffet – two entrée, three sides starts at \$16.95 pp - \$21.70 pp including service charge and tax
- Clara's Catering - Manned luncheon buffet – two entrée, three sides starts at \$14.00 pp - \$17.92 pp including service charge and tax
- Scrementi's self serve buffet dinner – two entrée, three sides starts at \$20.25 pp - \$25.92 pp including service charge and tax
- Scrementi's family style dinner - two entrée, three sides starts at \$22.00 pp - \$28.16 pp including service charge and tax
- Glenwood Oaks self serve buffet dinner - two entrée, three sides starts at \$21.95 pp - \$28.10 pp including service charge and tax
- Glenwood Oaks family style dinner - two entrée, three sides starts at \$22.95 pp - \$29.38 pp including service charge and tax
- Scrementi's family style luncheon - two entrée, three sides starts at \$14.00 pp - \$17.92 pp including service charge and tax
- Glenwood Oaks family style luncheon - two entrée, three sides starts at \$14.00 pp - \$17.92 pp including service charge and tax
- All caterers provide four passed appetizers with purchase of luncheon or dinner for \$3.00 pp - \$3.84 pp including service charge and tax
- Glenwood Oaks plated dinner meals start at \$21.95 pp - \$28.10 pp including service charge and tax
- Scrementi's plated dinner meals start at \$24.00 pp - \$30.72 pp including service charge and tax

- Glenwood Oaks plated luncheon meals start at \$16.95 pp - \$21.70 pp including service charge and tax
- Scrementi's plated luncheon meals start at \$16.00 pp - \$20.48 pp including service charge and tax

## **EXAMPLES OF EVENING EVENT PRICING**

### **EVENING EVENT – 4-HOUR STANDARD BAR WITH CLARA'S TWO-ENTRÉE MANNED BUFFET FOR 100 GUESTS**

Bar - \$21.76 per person X 100 = \$2,176

Dinner - \$21.70 per person X 100 = \$2,170

Add passed hors d'oeuvres - \$3.84 per person X 100 = \$384

Satin Chair Covers with ties - \$3.50 per person X 100 = \$350

**EVENT TOTAL - \$5,080 - \$50.80 PER PERSON**

### **EVENING EVENT – 4-HOUR STANDARD BAR WITH SCREMENTI'S TWO-ENTRÉE FAMILY STYLE FOR 100 GUESTS**

Bar - \$21.76 per person X 100 = \$2,176

Dinner - \$28.16 per person X 100 = \$2,816

Add passed hors d'oeuvres - \$3.84 per person X 100 = \$384

Satin Chair Covers with ties - \$3.50 per person X 100 = \$350

**EVENT TOTAL - \$5,726 - \$57.26 PER PERSON**

### **EVENING EVENT – 4-HOUR STANDARD BAR WITH GLENWOOD OAKS TWO-ENTRÉE FAMILY STYLE FOR 100 GUESTS**

Bar - \$21.76 per person X 100 = \$2,176

Dinner - \$29.38 per person X 100 = \$2,938

Add passed hors d'oeuvres - \$3.84 per person X 100 = \$384

Satin Chair Covers with ties - \$3.50 per person X 100 = \$350

**EVENT TOTAL - \$5,848 - \$58.48 PER PERSON**

## **EXAMPLES OF AFTERNOON EVENT PRICING**

**BASIC AFTERNOON 3-HOUR EVENT WITH NO BAR –CLARA’S TWO-ENTRÉE MANNED BUFFET, SCREMENTI’S TWO-ENTRÉE FAMILY STYLE OR GLENWOOD OAKS TWO-ENTRÉE FAMILY STYLE FOR 100 GUESTS**

**-- FOOD DOWN BY 3:00 P.M. – NO EXECPTIONS**

Luncheon - \$17.92 per person X 100 = \$1,792

Harry Collis Room Rental - \$225 x 3 = \$675

Linen Rental - \$13 X 14 cloths = \$182 + \$0.75 X 100 napkins = \$75 = \$257

Set-up/tear down - \$2.50 per guest X 100 = \$250

**EVENT TOTAL - \$2,974 - \$29.74 PER PERSON**

**AFTERNOON EVENT – 3-HOUR STANDARD BAR WITH CLARA’S TWO-ENTRÉE MANNED BUFFET, SCREMENTI’S TWO-ENTRÉE FAMILY STYLE OR GLENWOOD OAKS TWO-ENTRÉE FAMILY STYLE FOR 100 GUESTS – FOOD DOWN BY 3:00 P.M.**

Bar - \$19.20 per person X 100 = \$1,920

Luncheon - \$17.92 per person X 100 = \$1,792

Add passed hors d’oeuvres - \$3.84 per person X 100 = \$384

Satin Chair Covers with ties - \$3.50 per person X 100 = \$350

**EVENT TOTAL - \$4,446 - \$44.60 PER PERSON**

**SATURDAY AFTERNOON EVENT – THREE HOURS - CASH BAR WITH CLARA'S TWO-ENTRÉE MANNED BUFFET, SCREMENTI'S TWO-ENTRÉE FAMILY STYLE OR GLENWOOD OAKS TWO-ENTRÉE FAMILY STYLE FOR 100 GUESTS – FOOD DOWN BY 3:00 P.M.**

Bartender - \$200

Luncheon - \$17.92 per person X 100 = \$1,792

Add passed hors d'oeuvres - \$3.84 per person X 100 = \$384

Satin Chair Covers with ties - \$3.50 per person X 100 = \$350

Harry Collis Room Rental - \$225 x 3 = \$675

Linen Rental - \$13 X 14 cloths = \$182 + \$0.75 X 100 napkins = \$75 = \$257

Set-up/tear down - \$2.50 per guest X 100 = \$250

**EVENT TOTAL – \$3,908 - \$39.08 PER PERSON**

## **OUTDOOR, GAZEBO AND INDOOR WEDDING CEREMONY PRICING**

Gazebo or Outdoor wedding - \$600

Includes 50 garden chairs

Arbor available for rent

Columns available for rent

Backdrop available for rent

Riser available for rent

Additional garden chairs \$6.00 per chair

Chiavari chairs - \$7.00 per chair

*Weather contingency – Rent Golfview for reception and get married on dance floor*

Indoor wedding – Harry Collis room - \$800

Includes 150 banquet chairs

Archway available for rent

Columns available for rent

Backdrop available for rent

Riser available for rent  
Additional banquet chairs \$2.00 per chair  
Chiavari chairs - \$7.00 per chair

Includes set-up and tear down.

## **INDOOR WEDDING CEREMONY AND RECEPTION SET-UP OPTIONS**

1. For 150 – 200 guests - Full ballroom rental  
Ceremony in Harry Collis (additional fee) and Reception in Golfview
2. For 150 - 350 guests - Full ballroom rental  
Reception set up around dance floor and Ceremony takes place on dance floor
3. For 101-150 or less guests – Rent Golfview and move dance floor to center of room  
Reception set up around dance floor and ceremony takes place on dance floor
4. For 100 or less guests – Rent Harry Collis and move dance floor to center of room. Reception set up around dance floor and ceremony takes place on dance floor