



GLENWOODIE GOLF CLUB BANQUETS BASICS

Updated January 14, 2021

CAPACITY AND RENTALS

- **Harry Collis Room** – Seats up to 160 (130 with dance floor)
Minimum 75 people, 100 people on Saturday
Rental - \$175/hour - \$225/hour on Saturdays
If you have less than the minimum, you will be charged an additional fee of \$225
- **Golfview Room** - Seats up to 250 (220 with dance floor)
Minimum 100 people, 125 people on Saturday
Rental - \$200/hour - \$250/hour on Saturdays
If you have less than the minimum, you will be charged an additional fee of \$250
- **Ballroom** - Seats up to 400 (360 with dance floor)
Minimum 200 people, 220 people on Saturday
Rental - \$400/hour - \$500/hour on Saturdays
If you have less than the minimum, you will be charged an additional fee of \$400

THE BASICS

- Hall rental is a minimum three hours rental.
- For every event, 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.
- Tax exempt groups must provide IRS tax exempt letter and Illinois Department of Revenue letter before finalizing contract for sales tax exemption.

INDOOR CEREMONY AND RECEPTION

- **100 Guests or less - Harry Collis rental pricing**
Move the dance floor to the center of the room (additional fee). Tables set up around the dance floor and ceremony takes place on the dance floor.
- **101 - 150 Guests - Golfview rental pricing**
Move the dance floor to the center of the room (additional fee). Tables set up around the dance floor and ceremony takes place on the dance floor.
- **150 - 200 Guests - Ballroom rental pricing**
Ceremony in Harry Collis (additional \$800 fee) and reception in Golfview.
- **201 - 350 Guests (min. of 220 on Saturdays) – Ballroom rental pricing**
Tables set up around the dance floor and ceremony takes place on the dance floor.

SET-UP

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, for a minimum of two hours. Our guest tables are 6-foot round tables that seat 10 guests comfortably.

If you have an open bar package with your event, the following are included:

- Set-up and tear down
- 108” round polyester tablecloths for guest tables and polyester napkins. There is no additional fee for colored linens.
- Six 6-foot long perimeter tables with floor length polyester tablecloths. Additional perimeter tables are available for \$10 per table and \$13 per polyester tablecloth.

If you do not have a bar package with your event, set-up items including but not limited to the following will be charged incrementally:

- Room rental according to room selected and day of the event.
- Basic polyester tablecloths (round for guest tables and rectangular for perimeter tables) \$13 each.
- Polyester napkins \$0.75 each.
- Set-up and tear down charges of \$2.50 per guest.

BAR PACKAGES

- For a cash bar, the fee per bartender is \$200. One bartender per 75-100 guests is recommended.
- Every evening event requires a minimum 3 hour standard bar package, (non-alcohol packages available for afternoon, church and school events), but bar packages can be waived by paying incremental room rental, linen rental, bartender fees and set-up charges. **HOWEVER, ANY SATURDAY EVENING EVENT WITHOUT A BAR PACKAGE WILL BE CHARGED AN ADDITIONAL \$500 FEE.**

Beer – Wine – Soda Package

3 hours - \$14 per person

4 hours - \$16 per person

5 hours - \$18 per person

Deluxe Bar

3 hours - \$22 per person

4 hours - \$24 per person

5 hours - \$27 per person

Standard Bar

3 hours - \$17 per person

4 hours - \$19 per person

5 hours - \$22 per person

Premium Bar

3 hours - \$26 per person

4 hours - \$28 per person

5 hours - \$31 per person

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. **BARTENDER FEE OF \$200 WILL BE CHARGED PER 100 GUESTS.**

3 hours - \$8 per person

4 hours - \$10 per person

5 hours - \$12 per person

NOTE: The above per person prices do not include 10% tax and 18% service charge.

EXTRAS

- **Satin napkins are available for a \$0.50 upcharge.**
- **Satin tablecloths are available for a \$3 upcharge.**
- **Floor length tablecloths are available for a \$3 upcharge.**
- **Centerpieces are available for rent starting at \$15 per table depending on complexity.**
- **Backdrops with uplights are available for rent starting at \$350, based on complexity and width.**
- **Uplights are available for rent for a cost of \$30 per, installed**
- **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.**
- **Dance floor can be moved to center of room for \$150.**
- **Highboy tables are available for rent at a cost of \$10 per table \$15 for tablecloth and satin sash tie.**
- **A/V and projector available for use for a charge of \$150.**

CATERING

- **PREFERRED CATERERS**

- Glenwoodie has four full-service preferred caterers to choose from. Room set-up, servers, bussers, and clean-up are all included in the per person price.

- **OUTSIDE CATERERS**

- If an outside caterer is used, they will be required to submit all required documentation and have a kitchen inspection. There will be a \$100 application fee and a \$200 kitchen fee for the use of Glenwoodie's equipment.
- The outside caterer must provide full-service. Glenwoodie staff will set the tables and chairs according to the room layout and put down the tablecloths, but the caterer will be responsible for table set-up (plates, flatware, glasses, coffee cups, saucers, napkins, water pitchers – including replenishing, salt and pepper shakers, etc.), serving food, bussing tables, removing garbage from the room and kitchen and taking it to the dumpster, and room clean-up.
- Service staff can be provided by Glenwoodie at a cost of \$175 per server. We recommend having a lead server and one server per 50 guests.