

Events Package

Information & Contract



2014

HINTON GOLF CLUB



Your Day, Our Pleasure!

Thank you in advance for considering the Hinton Golf Club for your next event! Enclosed you will find our Meeting & Event Informational Package with Contract that will prove most useful as you plan your event.

The Hinton Golf Club offers the ideal setting for a meeting, conference, or banquet, complimented by professional staff that will cater to your every need. The Hinton Golf Club brings together the best in scenery, amenities, food & service to make your event memorable for all the right reasons. Our banquet facility can accommodate up to 180 people and can be customized to meet your needs.

Our Clubhouse sits high overlooking the 18th fairway & water feature with breathtaking views of the surrounding Rockies from the banquet facility. Many other locations on the property offer photographic opportunities, which have allowed our facility to quickly become a favorite choice of venue for many events, especially weddings.

We want to make your event a success. That is why we feature some of Hinton's finest caterers and staff to ensure that your event runs smoothly and your guests' expectations are exceeded.

We are committed to ensure that every detail of your event is administered to your complete satisfaction from start to finish. To enable us to ensure that your event runs smoothly for the date you require, we request you acknowledge the following policies and return it signed and dated, along with any applicable deposit at the time of booking.

If you would like to schedule an appointment to discuss any questions you may have, please contact our Director of Operations, Jason Sweeney at headpro@hintongolfclub.com or by phone at 780-865-7810

We wish you all the best and we look forward to creating a memorable day for you and your guests!

Sincerely,

*Jason Sweeney, CPGA
Director of Operations
Hinton Golf Club*



Banquet Room & Services

RECEPTION INFORMATION

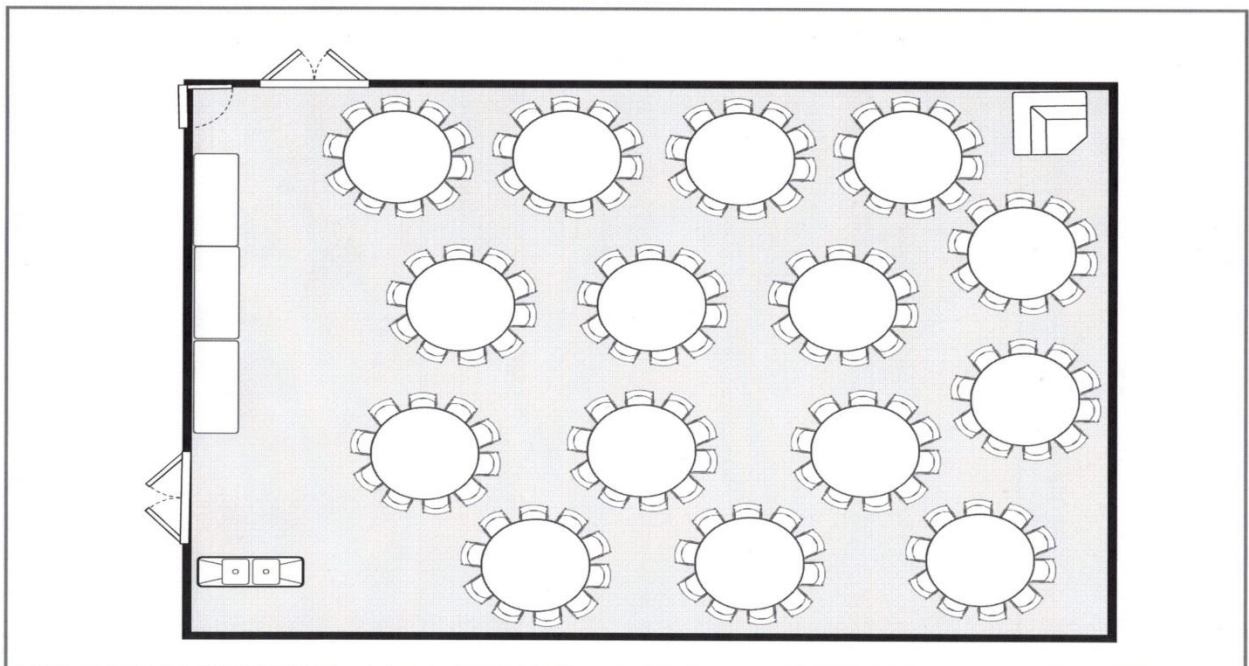
Maximum capacity up to 180 guests

\$500.00 (May –December)

\$250.00 (January-April)

Includes:

- All guest tables and chairs
- Choice of black or white linen table cloths
- All extra tables such as registration, awards, prizes, etc...
- Complete table setting with white linen napkins, cutlery and glassware (water & wine)
- All set-up, clean-up and banquet labor
- Banquet staff - Servers and Bartenders
- Microphone and Podium
- Our customizable 15 x 15 dance floor is included in your room rental (if required)
- Onsite parking is available at no charge. There is no problem if guests need to leave their vehicles overnight.
- Our guest tables are 72" rounds and seat can seat up to 10 guests per table





Hinton Golf Club Event Menu Options

All Entrees below shall be accompanied by the following:

Dinner Rolls

Choice of Soup or Salad (please circle one)

*Minestrone Mediterranean Vegetable Roasted Red Pepper Tomato Bisque
Garden Salad Caesar Salad Pasta Greek Salad*

Seasonal Vegetables

Choice of Potato (please circle one)

Baked Garlic Mashed Scalloped Roasted Rice Pilaf

Choice of Dessert

Coffee & Tea

Entrée Choices (please circle one)

Beef (All HGC Beef is Certified Angus)

Slow Roasted Baron of Beef with au jus \$28.95
 Grilled 10oz Top Sirloin Steak \$32.95
 Carved Prime Rib Roast \$34.95

Pork

Slow Baked Maple Dijon Ham \$25.95
 Carolina Gold BBQ Pork Ribs \$27.95
 Pork Tenderloin with Asian Ginger Glaze \$29.95

Poultry

1/4 Chicken (please circle one) \$27.95
Garlic Herb Roasted or BBQ
 Slow Roasted Turkey with Stuffing \$29.95

Seafood

Salmon Skewers (please circle one) \$27.95
Tequila Lime Maple BBQ Rosemary Garlic Wine and Herb



Dessert Selections

Assorted Squares, Pies and Tortes

Strawberry or Lemon Cake

Chocolate Mousse with Fresh Raspberries

Warm Apple Crumble with Vanilla Ice Cream

NY Cheesecake with fruit topping (add \$1.50pp)

Late Night Snack Platters

Each selection feeds approximately 25 people as an appetizer

<i>Vegetable Platter</i>	<i>\$60.00</i>
<i>Assorted Deli Meats, Pickles, Olives</i>	<i>\$75.00</i>
<i>Cheese & Cracker Platter</i>	<i>\$90.00</i>
<i>Fresh Fruit Platter</i>	<i>\$75.00</i>

Luncheon Buffets

Luncheon Buffets include fruit salad

<i>- Soup & Sandwich Buffet</i>	<i>\$12.95pp</i>
<i>- Soup, Salad & Sandwich Buffet</i>	<i>\$14.95pp</i>
<i>- 6oz Certified Angus Beef Steak (Includes Soup, Salad or Fries)</i>	<i>\$15.95pp</i>

Breakfast

- Continental Breakfast (Muffins, Toast, Whole Fruit, Coffee & Tea).....\$9.50pp*
- Breakfast Buffet (Scrambled Eggs, Bacon, Sausage, Hash-browns, Toast).....\$11.95pp*
Add pancakes to buffet.....\$1.50pp



Beverage Selections

BEVERAGE SERVICES

Cash or Host bar options are available to enhance your event. Our selection features premium liquors, cocktails, import and domestic bottled beer, & coolers. A complimentary bartender is provided. Please inquire for prices.

WINE

At HGC, we take pride ourselves in being able to showcase Canadian wines. With the sommelier services of our friends at Wild Orchid, we would be happy to assist in pairings that will compliment your meal choices. All Bottled wine selections are available upon request.

SPARKLING WINE

*HGC Champagne Toast
\$4.00 per glass*

HCG PUNCH

NON ALCOHOLIC

*Fresh Fruit Juices, blended with Ginger Ale,
\$90.00 per 12 Litres (Serves approximately 60 glasses)
7Up and Grenadine*

WITH ALCOHOL

As Above, with Sparkling Champagne

\$170.00 per 12 Litres (Serves approximately 60 glasses)

All liquor, beer, & wine must be supplied by HGC. Homemade alcohol of any kind may not be served. We require your wine selection a minimum of 10 days prior to your function.

All beverage pricing includes gst. A 15% service fee will be added to all tabs on banquet bills.



Services & Conditions

- *A signed and dated copy of this agreement is required with deposit to confirm and guarantee your reservation. Deposit will be estimated at the time of booking depending on your event. Your deposit is non-refundable 30 days or less prior to your event unless the room can be rebooked.*
- *Our cancellation policy is 30 days or more for full refund minus administration fee of \$250.00. Cancellations must be submitted in writing.*
- *A final guaranteed number of guests attending all functions is required minimum 7 business days. The final notice for menu selection or change we would require at least 10 days notice. You will be billed for the expected number or total number that attended, or whichever is greater.*
- *Confirmation deposit is due at time of booking to hold function date. All functions are required to pay 100% of the estimated charges 3 days prior to the event by cash, debit, or credit card (no personal cheques unless certified). Any extra charges must be paid within 48 hours following the function unless otherwise arranged with Director of Golf.*
- *We guarantee food and beverage prices of not more than 90 days prior to the date of the function. Applicable service charges (15% gratuity) & GST (5%) will apply to all billings.*
- *Hinton Golf Club is not responsible for the loss or damage to items left in the club before, during or following any function or event. Personal items are to be removed at the end of the function.*
- *As we are governed by the Alberta Gaming & Liquor Commission Regulations, no liquor service will be permitted after 1:00 am. All entertainment should cease by that time in order to vacate all function rooms by 2:00 am.*
- *All liquor, beer, wine, will be supplied by the HGC. Homemade alcohol of any kind will not be served. We require your liquor selection 7 days prior to your function. All bar services are subject to a 15% gratuity and 5% GST.*



- *Hinton Golf Club does not allow outside caterers for functions. Exceptions will be made for wedding & birthday cakes. Remaining food and beverages from functions may not be removed from the premises.*
- *All persons under the age of 25 must have a picture I.D. to be served alcohol as part of the Alberta Liquor and Gaming Commission.*
- *Smoking is not permitted on any club premises. This includes the patio. Designated outdoor areas are clearly marked where smoking is permitted.*
- *All functions at which there is a DJ or live music being played are subject to a SOCAN fee as established by the Society of Composers, Authors & Music Publishers of Canada as well as Re:Sound fee as established by Re:Sound, the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights.*

Directions:

Coming into Hinton from the West

As you enter town on the Yellowhead Highway #16, you will see the Parks West Mall on your left. After the first set of lights, take your first right (Keil Drive) and follow the road for 1km to bring you to the Hinton Golf Club parking lot.

Coming into Hinton from the East

Continue on the Yellowhead Highway #16, right through town. You will go through three sets of traffic lights. After the third set of lights, take your first left (Keil Drive) and follow the road for 1km to bring you to the Hinton Golf Club parking lot.



Hinton Golf Club Contract

This Agreement is made effective as of _____ , by and between Hinton Golf Club; and (_____). In this Agreement, the party who is contracting to provide services shall be referred to as Hinton Golf Club and the party who will be receiving the services shall be referred to as "Contracting Party".

1) Information:

Contracting Party: _____

Event Contract Person: _____

Address: _____

Phone # : _____

Phone # (Event Contact): _____

Email address: _____

On this the _____ day of _____ 20 _____.

Date of Event: _____ , 20 _____. Number of Guests _____.

Start Time: _____ End Time: _____ Meal Service Time: _____.

Therefore, the parties agree as follows:

2) COMPENSATION FOR SERVICES:

(a) The Contracting Party, agrees to pay a deposit of \$1000.00 dollars. This payment serves, as a retainer is due and payable at the time of contract signature & booking.

(b) Payments may be via (Cash, Debit, Credit Card or Certified Cheque)

3) DATE CHANGES:

In the event the Contracting Party is forced to change the date of the function, every effort will be made by the staff of the Hinton Golf Club to rebook but there is no guarantee.

The Contracting Party agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Contracting Party. There may also be additional charges above and beyond those set above. The Contracting Party further understands that last minute changes can impact the quality of the event and that the Hinton Golf Club is not responsible for these compromises in quality.

4) CANCELLATIONS:

Our cancellation policy is 30 days or more for full refund minus administration fee of \$250.00 Cancellations must be submitted in writing.

Within 48 hours- 100% of estimated event revenue

5) OUTDOOR LOCATIONS:

_____ understands that The Hinton Golf Club provides certain outdoor locations by special permit. _____ agrees that they and their invited guests will abide by the permit requirements while on Hinton Golf Club land.

7) LIQUOR & FOOD AGREEMENT:

All food, liquor, beer, & wine must be supplied by the Hinton Golf Club. Homemade alcohol of any kind cannot be served. We require your liquor selection 7 days prior to your function. Type of bar choices: Hosted, Cash Bar, etc

ALL food consumed on the premises must be purchased from HGC and served by our staff. Remaining food and beverages from functions may not be removed from the premises. Exceptions will be made for wedding & birthday cakes

8) Room Rental:

Room Rental rates are as follows and include access to licensed deck:

Banquet Room		\$500.00
With Dance Floor	Up to 140 people	
Without Dance Floor	Up to 170 people	
Whole Main Level (Banquet Room & Lounge)		\$750.00
With Dance Floor	Up to 210 people	
Without Dance Floor	Up to 240 people	

Offseason Rates (January to April) are available.

9) AMENDMENT:

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

10) WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Party providing services:

Jason Sweeney

Director of Operations

Hinton Golf Club

By: _____ Date: _____

Party receiving services:

Contracting Party, Manager or agent: financially responsible for all the above.

By: _____ Date: _____

By: _____ Date: _____