

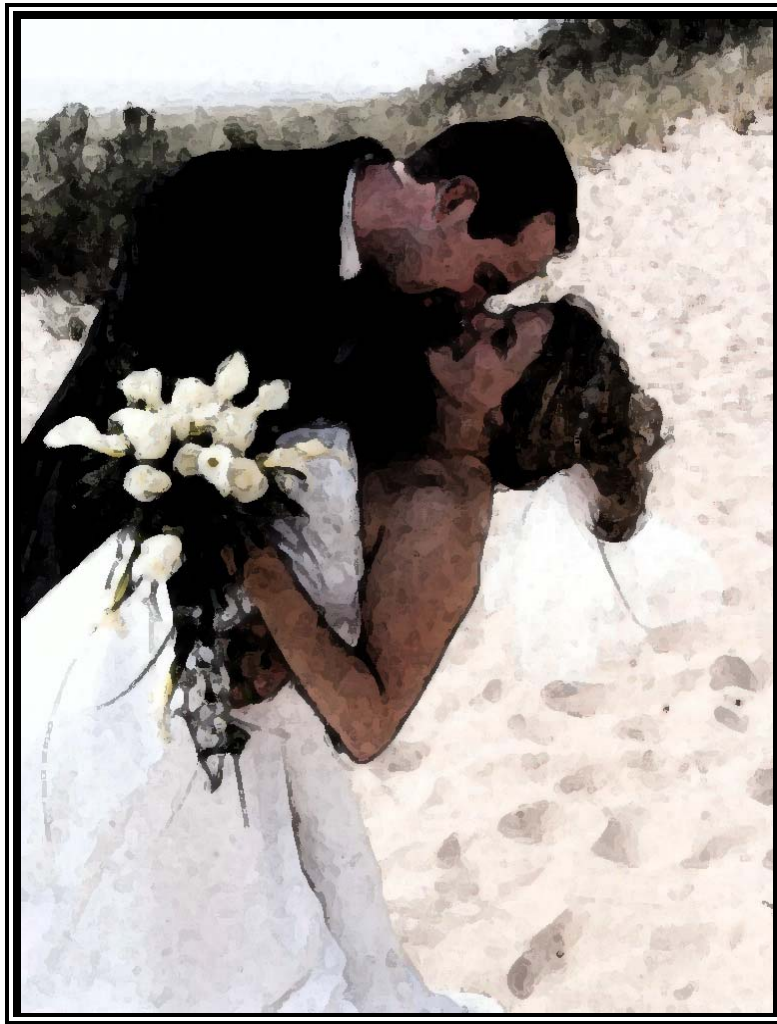


# GLENEAGLE

GOLF CLUB

~HUDSONVILLE~

## WEDDING GUIDE



-1-

6150 14<sup>th</sup> Avenue ❖ Hudsonville, Michigan 49426 ❖ (616) 457-8800  
[www.PlayGleneagle.com](http://www.PlayGleneagle.com)

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**Introduction**

The staff at Gleneagle Golf Club wishes to congratulate you on your engagement. We appreciate your interest in our facility and welcome the opportunity to be a part of your special event.

The Gleneagle Banquet Facility is located in a private setting overlooking the ninth hole of the golf course. During the warmer months, there are several locations for outdoor photography. In addition, there is ample parking for your function in our fully paved parking areas.



Be assured that Gleneagle Golf Club and their exclusive caterers are eager to serve you and your guests. We will do our utmost to ensure that your wedding day will be filled with happy memories.

**The Basics**

A very important factor in finding the right facility is cost. The banquet facility rental fees are as follows:

Friday, Saturday, and Holidays.....	\$ 1,100.00
Sundays.....	\$ 700.00
Monday through Thursday.....	\$ 400.00

All rental fees include:

- Use of the banquet facility from 10 a.m. to Midnight
- Set-up of your individualized floor plan (tables, chairs, etc.)
- Locations for outdoor photography (Please notify golf shop staff)

A deposit of \$500.00 and a completed banquet facility agreement is needed to secure a date for the banquet facility. The deposit is non-refundable in the event of a cancellation, unless we can re-book the room with another comparable function. In



this case, half of your deposit will be refunded.

Seating capacity is 200 plus the head table. Guest will be seated at five foot round tables and generally eight to a table. There are banquet tables available for the head table, buffet, and DJ.

Decorations may be pinned or taped to tablecloths **only**. Decorations **cannot be** pinned, tacked, glued, taped, or attached in any other manner to the walls, ceilings, floors, fixtures, or blinds.

The banquet facility is a **smoke free** building.

*Thank you for considering Gleneagle Golf Club for your event. We appreciate your business and are certain that our facility will accommodate all of your needs.*



### Approved Caterers

The list below includes all caterers that Gleneagle has approved for catering at the facility. **If necessary and at your request, if you desire a company that is not on our list we will contact them and discuss adding them to our approved list.**

#### **Brann's**

**616.538.4384**

25 Commerce Avenue SW Suite 50

Grand Rapids, MI 49503

[www.brannscatering.com](http://www.brannscatering.com)

*Voted Best Caterer numerous years by Grand Rapids Magazine*

Brann's Distinctive Catering has hosted thousands of events across West Michigan. We offer everything from hors d' oeuvres and gourmet party trays, to elegant plated entrees or buffets, as well as custom menus for your special event. We specialize in weddings, company celebrations, casual golf outings and barbecues.

Our experienced and professional chefs and staff will gladly help you execute every detail of your very important upcoming event. Thank you for your interest in Brann's Distinctive Catering and we look forward to hearing from you.

#### **Adeline Leigh**

1132 Chicago Drive SW

Wyoming, MI 49509

[www.adelineleighwedding.com](http://www.adelineleighwedding.com)



**616.452.1403**

In our 26 years of catering, many changes have taken place, both within our company and around us! In 1985, when we purchased the former "Adelines Catering", weddings did not vary too much, tradition was often met. The fun and challenges of the 2000's, is in the fact that there is no tradition and the sky is the limit as far as choices and selections. No more bridesmaids wearing floppy hats and groomsmen sporting ruffles under their wide bow ties.....and the menus and tastes of our happy couples have changed as well. We welcome these changes, no matter how challenging they can sometimes be. We continue to throw ourselves into furthering our education in the culinary world around us! We still continue to offer traditional catering alternatives but have added and will continue to add new, unique and creative menu ideas and presentations to keep up with our modern wedding couples.

#### **Lannings**

**616.575.7000**

6246 28th St. Suite A

Grand Rapids, MI 49504

[www.lanningscatering.com](http://www.lanningscatering.com)

Lannings' Restaurant began operating in 1941 as Humpty Dumpty Restaurant. The years went by and the name changed, but the good food hasn't. The request for Lannings' food outside of the restaurant first came in 1958. This started the catering operation. We often hear that we catered a mother's wedding long ago and now the family would like us to cater their daughter's reception as well. Today, Lanning's offers the most experienced staff and service in catering any event. We are distinctive in our full service catering, in which, we offer china place settings, linen tablecloths, and kitchen staff, all at no additional cost. Lannings' also has banquet rooms available at the restaurant, for wedding rehearsal dinners, showers and funeral luncheons. When considering a caterer for your next reception, company "get together", or celebration, let Lannings' catering make it a success!

**Catering by Martha's****616.459.0911**

200 Union NE

Grand Rapids, MI 49503

Thank you for considering Catering by Martha's for your catering needs. We feel that we are the caterer of choice for any types of event: social, corporate, fundraisers and more. We pride ourselves on innovative food, great beverages and professional service. We offer a full service event company that can help you with all your planning needs: food, beverage, rental and planning services.

**Applause****616.940.0001**

3755 Broadmoor

Grand Rapids, MI 49512

**[www.applause-catering.net](http://www.applause-catering.net)**

Since 2003, Applause Catering + Events has been voted *Best Caterer by Grand Rapids Magazine*. Founded in 1989, Applause has evolved into a full service catering and event design company with an unrivaled list of services from *At Home Catering to Weddings, Corporate Events, Event Design and Barbeque Boys*. No detail is too small or too complex for our experienced team of experts. Applause has served a wide range of clients from heads of corporations to many very happy brides and caters to each one with the same level of outstanding service.

Applause understands the importance of this day in a couple's life and we work closely with the bride-to-be and others in creating a magical experience for everyone. Our extensive staff of Event Designers and Chefs work in tandem with the client in coordinating every aspect of a spectacular wedding from choosing a venue and food selection to setting the tables and arranging the flowers and entertainment. Our unique Event Center can be transformed into the perfect setting for your wedding reception. No matter what setting you choose, our expert coordination of all the details, will allow you to have a stress-free experience on the most memorable day in your life.

**Signature Catering****616.633.6801**

1157 Wealthy Street Southeast

Grand Rapids, MI 49506-1544

**[www.cateringbysignature.com](http://www.cateringbysignature.com)**

We work hard to make your event a success. We begin by initially speaking to potential customers to gain an understanding of what the customer is looking for and expect from our company. We then meet with the customer to discuss further details, sample food, and get the customers date reserved. From start to finish our service is thorough and ensures a customer and their guests are well taken care of.

**Carole's Catering**

1157 Wealthy Street Southeast  
Grand Rapids, MI 49506-1544  
www.carolescateringco.com

**616.776.1232**

Carole's Catering Co. is here to make your event delicious and affordable. Our goal is to provide any budget with delectable home-style food. Your party, wedding, or event will be complete and memorable when any of our perfected buffets are on the menu.

**Reflections Catering**

410 Springfield Street Northwest  
Comstock Park, MI 49321-9322

**616.647.1433**

Reflections Catering is well known for customizing a menu for your event, whether it is a wedding, graduation, corporate party or anniversary. If you don't see exactly what you're looking for, our chef and staff will gladly customize a menu to meet your special needs.

Experience the finest in catering with Reflections for you and your guests, whether your next party is indoors or out, at home, school, office or church. Thank you again for taking the time to look over our menus. We hope to hear from you very soon. We promise to do everything possible to make sure you are 100% satisfied with Reflections Catering.



## **Bar Service**

Gleneagle Golf Club does not own a liquor license and requires the renter of the banquet facility to hire one of the professional beverage services listed.

### **Martha's Vineyard**

**616.459.0911**

200 Union NE

Grand Rapids, MI 49503

**[www.marthasvineyardgr.com](http://www.marthasvineyardgr.com)**

Martha's Vineyard has been catering West Michigan's events for twelve years, providing superior beverage service for a host of events – casual or elegant, large and small. We provide one of the most impressive selections of alcoholic and non-alcoholic beverages in the area and impeccable maintained glassware. In addition, we are very creative in tailoring our services for your event. Martha's Vineyard provides the peace of mind that you're dealing with an established firm. Please call us for a free estimate.

### **Bars by Butch**

**616.485.2011**

[www.barsbybutch.com](http://www.barsbybutch.com)

Butch and Lou have been helping people with their beverage catering needs for Weddings, Corporate Christmas Parties, Open House Events, Birthday and Graduation Parties and many other special events for over 45 years. Service is our #1 priority. We are one of the best at what we do with many references available upon request. Our experienced bartending staff is outfitted in formal attire and is there to make your occasion a memorable one.

If you are considering a site where you are allowed to contract with your own beverage caterer we ask that you contact us for a custom quote for your event

### **D. Schuler's**

**616.538.4506**

2771 44th St SW

Wyoming, MI 49519

**[www.dschulers.com](http://www.dschulers.com)**

D. Schuler's Wine Cellars has been West Michigan's premier beverage service provider since 1972. As a fully licensed and insured company we specialize in beers, wines, liquor and cigars from around the world while simultaneously providing exceptional beverage service at an affordable price!

From weddings, holiday events, celebrations, whatever the event we can help! D. Schuler's can supply you with everything you need...including an "expert" to lead you through all your beverage selections.



Other Services

Bugbee's DJ Plus  
www.bugbeesdjplus.com

616.560.1692

Diverse Sounds  
www.diversesounds.com

616.364.3148



All American Sedan & Limousine  
www.myamericanlimo.com

616.885.4854



A & B Rental  
www.havitsupplies.com

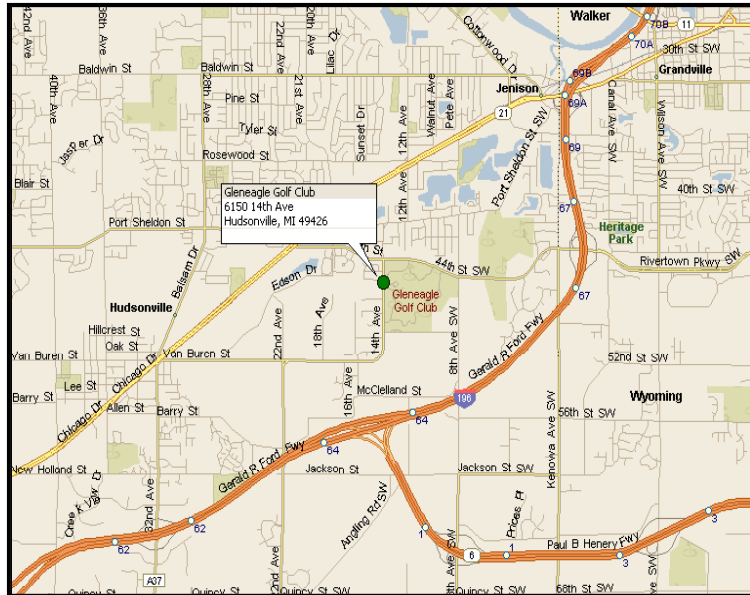
616.662.3270



## Directions

From Grand Rapids:  
Follow I-196 West to 44<sup>th</sup> Street (also Rivertown Parkway) exit #67, turn right on 44<sup>th</sup> Street and travel two miles to 14<sup>th</sup> Avenue. Turn left on 14<sup>th</sup> Avenue and travel ¼ mile to Gleneagle Golf Club entrance on east side of 14<sup>th</sup> Avenue.

From Holland:  
Follow I-196 East to 44<sup>th</sup> Street (also Rivertown Parkway) exit #67, turn left on 44<sup>th</sup> Street and travel two miles to 14<sup>th</sup> Avenue. Turn left on 14<sup>th</sup> Avenue and travel ¼ mile to Gleneagle Golf Club entrance on east side of 14<sup>th</sup> Avenue.



## Accommodations



Quality Inn  
Hudsonville  
616.662.4000  
[www.qualityinn.com/hotel-hudsonville-michigan-MI309](http://www.qualityinn.com/hotel-hudsonville-michigan-MI309)



Comfort Suites  
Grandville  
616.667.0733  
[www.comfortsuites.com/hotel-randville-michigan-MI169](http://www.comfortsuites.com/hotel-randville-michigan-MI169)



Amway Grand Plaza Hotel  
Grand Rapids  
616.776.6450  
[www.amwaygrand.com](http://www.amwaygrand.com)



Holiday Inn Express  
Grandville  
616.532.0202  
<http://www.hiexpress.com/hotels/us/en/grandville/gdvmi/hoteldetail>

Grandvillage Inn  
Grandville  
877-467-8970  
[www.grandvillageinn.com](http://www.grandvillageinn.com)

## **Event Planning Checklist**

By no means is this an exhaustive list. These are general recommendations designed to help organize time and may be changed to suit your needs. Additional check off boxes for your convenience.

Six to eighteen months before your event:

- Select a wedding date and time.
- Make a preliminary budget.
- Determine a wedding theme or style.
- Reserve ceremony and reception location.
- Determine who will officiate the ceremony.
- Hire a wedding consultant, if using one.
- Decide on color scheme.
- Determine the size of the guest list and make sure the number matches the facility maximums.
- Start compiling guests' names and addresses.
- Select bridal attendants and groomsmen.
- Plan reception.
- Check catering facilities.
- Select a caterer.
- Select a professional photographer and/or videographer.
- Select a music source for reception.
- Select a professional florist.
- Select bride's dress, headpiece, and bridesmaid's dresses.
- Announce engagement in newspaper.
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Four to six months before your event:

- Shop for wedding rings.
- Make final payments for ceremony.
- Make sure all bridal attire is ordered.
- Arrange for transportation on wedding date.
- Have mothers select their dresses.
- Register at bridal registry in the towns of all appropriate families.
- Order invitations and personal stationary. (See Helpful Hints)
- Complete the guest lists and compile them in order.
- Select and reserve the men's wedding attire. (See Helpful Hints)
- Start planning the honeymoon.
- Decide where you are to live after the wedding.
- Bride begins to shop for a trousseau.
- 
- 

Two to four months before your event:

- Address the invitations and announcements, which should be mailed six to eight weeks before the wedding.
- Finalize all details with the caterer, photographer, florist, reception hall manager, musicians, etc.
- Order wedding cake, if not supplied by caterer.
- Finalize ceremony details with officiant.
- Arrange rehearsal and rehearsal dinner.
- Plan bridesmaids' luncheon.
- Make appointments with hairdresser.
- Arrange accommodations for out-of-town attendants, guests, and family members.
- Finalize honeymoon plans.
- Get passport completed and/or renewed, if needed.
- 
-

One month before your event:

- Have final fitting for bride and attendants' gowns.
- Have formal bridal portrait done.
- Complete all physical or dental appointments.
- Get blood test and marriage license. (See Helpful Hints)
- Purchase gifts for attendants.
- Purchase gifts for new spouse, if gifts are exchanged.
- Have bridesmaids' luncheon.
- Decide on/purchase going-away gift.
- Keep careful record of all gifts received.
- Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, guest book, etc.
- Select person to handle guest book.
- 
- 

Two weeks before your event:

- Make final payment to hosting facilities.
- Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts: make a will.
- Prepare wedding announcement for newspaper.
- Reconfirm accommodations for out-of-town guests.
- Arrange to have possessions and gifts delivered to new home, if moving.
- Finish addressing announcements to be mailed on the wedding day.
- 
- 

One week before your event:

- Contact guest who have not responded.
- Give final count to caterer (check requirements) and review details.
- Go over final details with all professional services you have engaged and inform them of any changes.
- Give photographer and videographer a list of shots you want.
- Plans toasts for reception to include family members, children, etc.
- Plan seating arrangements.
- Plan line-up for the receiving line.
- Arrange for someone to assist with last minute errands and to help bride dress.
- Pack for honeymoon.
- Make sure you have marriage license.
- Check that you have the wedding rings.
- Make sure all wedding attire is picked up and fits.
- 
-

On the wedding day:

- ❑ Bride should have hair, nails, and makeup done at least three to four hours before the ceremony. Start dressing one to 1 ½ hours before the ceremony; the bridal party should be ready two hours before the ceremony.
- ❑ Schedule the music to start 30 minutes before the ceremony. Five minutes before the ceremony, have the groom's parents seated. Immediately before the processional, the bride's mother is seated and the aisle runner is rolled out.
- ❑
- ❑

After the wedding:

- ❑ Send an announcement and wedding picture to newspapers.
- ❑ Mail announcements.
- ❑ Write and mail thank-you notes.

### **Helpful Hints**

#### **The License**

In Ottawa and Kent County, the prospective bride or groom must apply in person at the county clerks office. In addition, if you are a Michigan resident, apply in the county where one of you lives; you can marry in any Michigan county. For out-of-state applicants, you must apply in the county where you will be married. Remember:

- \$20.00 resident fee that must be paid when you apply for your license.
- Take both applicants proof of ID and age. (Certified birth certificate, driver's license, or state ID.)
- If the bride or groom has been married before you must provide a divorce decree.
- License is only good for 30 days from the date on application.
- There is a three-day waiting period for all marriage licenses.

Kent County Administration  
Building  
300 Monroe Avenue NW  
Grand Rapids, MI 49503  
616.336.3550

Ottawa County Clerks Office  
414 Washington  
Grand Haven, MI 49503  
616.846.8310

Call your respective County Clerks office and review with them the materials you need to present.

## The Name Game

If there is not enough for the bride to do she needs to think about her last name, whether to use her husbands last name, maiden name, or combination of both. Some women don't give a second thought to changing their name while others for various reasons (usually professional) prefer to keep their maiden name. If you change your name legally, you should complete the paperwork immediately after your return from your honeymoon. The following are some places you need to change your name:

- Auto registration
- Bank accounts/stock/retirement accounts
- Home, life, auto insurance
- Credit cards/credit agency
- Deeds/property titles
- Doctor/dentist
- Driver's license/voter registration
- Employer payroll/human resources
- IRS/social security
- Magazines
- Passport
- Post office
- Alumni associations

## Flowers

All the most popular flowers are associated with some noble or desirable quality. The list below includes some favorite wedding flowers and their special meanings:

- Apple blossoms – good fortune
- Baby's breath – pure heart
- Blue violet – faithfulness
- Bluebell – constancy
- Carnation – distinction
- Chrysanthemum – friendship
- Daffodil – joy
- Daisy – loyalty
- Forget-me-not – true love
- Forsythia – anticipation
- Gardenia – joy
- Gladiolus – generosity
- Iris – wisdom
- Ivy – fidelity
- Lily – purity and innocence
- Lily of the valley – happiness
- Magnolia – nobility
- Orange blossom – purity and fertility
- Orchid – beauty
- Peony – happiness
- Rose – deep love
- Stephanotis – happiness in marriage
- Sweet pea – delicate pleasures
- White daisy – innocence
- Zinnia - goodness

## Invitation Etiquette

Back in the day, invitations followed a standard wording pattern (see I). Nowadays blended families, single parent households, and couples themselves are sponsoring weddings. Hopefully, these samples will help with your planning. In addition, remember the following:



- Choose an invitation that reflects the tone of your event – formal, casual, trendy, traditional.
- Religious ceremonies use the wording “honor of your presence.”
- Civil ceremonies use the wording “pleasure of your company.”
- Order your invitations four to five months before the wedding date.
- Order at least 25 extra invitations.
- Mail invitations six to eight weeks prior to the wedding date.
- Have your post office weigh a finished invitation so you can be sure you have the correct postage applied.

### I. Just the bride’s parents.

Mr. And Mrs. Bride’s Parents Name  
request the pleasure of your  
company at the marriage of their daughter  
Blush Ing Bride  
to  
Grand Er Groom  
Saturday the fifth of December  
two thousand and eleven  
at seven o’clock in the evening  
Ceremony site  
Site address  
City, State

II. Both sets of parents.

or

Together with their parents  
Blush Ing Bride  
and  
Grand Er Groom  
request the honor of your  
presence  
at their marriage  
on December five,  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State

Mr. and Mrs. Bride's Parents Name  
And  
Mr. and Mrs. Groom's Parents Name  
Request the pleasure of your company  
At the marriage of their children  
Blush Ing Bride  
and  
Grand Er Groom  
Saturday the fifth of December  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State

III. Parents and stepparents.

The parents of  
Blush Ing Bride and Grand Er Groom  
Request the honor of your presence  
At the marriage of their children  
on December five,  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State  
  
Mr. And Mrs. Bride's Name  
Mr. And Mrs. Groom's Mother and  
Stepfather's Name  
Mr. And Mrs. Groom's Father and  
Stepmother's Name

IV. Single parent who raised the  
bride or remarried parent.

Mr. Bride's father  
(or Mr. And Mrs. Robert Newwife)  
request(s) the pleasure of your company  
at the marriage of his daughter  
Blush Ing Bride  
To Grand Er Groom  
Saturday the fifth of December  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State



V. Divorced parents on friendly terms.

Mary Ann Brides Mother  
and  
John Joseph Bride's Father  
request the honor of your presence  
at the marriage of their daughter  
Blush Ing Bride  
to Grand Er Groom  
Saturday the fifth of December  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State

VI. Couple hosting their own wedding.

Because you have shared  
in our lives  
by your friendship and love  
we invite you to share  
in the joy of our marriage  
Saturday the fifth of December  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State  
  
Blush Ing Bride  
Grand Er Groom

Blush Ing Bride  
and  
Grand Er Groom  
invite you to join them  
as they begin their new life  
together on  
Saturday the fifth of December  
two thousand and eleven  
at seven o'clock in the evening  
Ceremony site  
Site address  
City, State

## **It's The Little Things**

Here are some suggestions from a helpful website called LifeTips.com. The site covers many articles on every aspect of wedding planning:

### **Newspaper announcements**

If you want to announce your wedding in the local newspaper, keep in mind:

- Ask whether there is a form for you to fill out.
- Type or print your information neatly.
- Be sure to give information such as your wedding date, wedding location, the bride's maiden name, your parents' names and where they live, and where you will live when you are married.
- If the announcement can be lengthy you might include the names of your bridesmaids and their cities of residence.
- Include your honeymoon destination.
- Add information such as where you each grew up, where you went to school, and place of employment or business.
- Be sure to include your contact information.
- Ask the paper what kind of photograph they prefer, and be sure to write your name and address on the back.

### **A bridal survival kit**

Make sure you're prepared for emergencies on the big day. Take along a bag with such items as band-aids, clear nail polish, needle and thread, aspirin, and extra pair of hose, and other things that might be helpful in an emergency.

### **An easy stress-buster**

When you feel unnerved by planning your wedding, try sitting down with a glass of something good to drink and some soft music. Put your feet up and just relax. Close your eyes and clear your mind. Just thinking about nothing can be the best stress reducer you can find.

### **Dinner extras**

Try adding one of the following touches:

- Have waiters circulate during dinner to offer grated cheese or ground pepper.
- Have a cappuccino/espresso bar.
- Have a sundae bar/cotton candy machine or theater style popcorn popper.
- Have the wait staff hand out glasses of champagne to guests as they arrive.

### **A well-fed band/DJ is a happy band/DJ**

Ask your caterer to set up a simple cold buffet for the band/DJ accessible to them all night. They won't be at the mercy of the caterer, and your guests are not at the mercy of the band/DJ's stomachs.



6150 14th Avenue  
Hudsonville, MI 49426  
(616) 457-8800

**BANQUET FACILITY AGREEMENT**

Gleneagle Golf Club and \_\_\_\_\_(Renter) enter into this agreement on the terms and conditions listed below. Gleneagle agrees to provide the room and standard set up for the date below and the Renter agrees to the terms and conditions listed below:

Renters may enter the facility at 10:00 A.M. the day of the rental. The banquet room must be cleaned and vacated by 12:00 Midnight by all parties (including DJ). \_\_\_\_ *Initialed*

Decorations may be taped or pinned to table clothes. Decorations **cannot** be pinned, thumbtacked, glued, or attached in any other manner to walls, ceilings, floors, fixtures, or blinds. \_\_\_\_ *Initialed*

The banquet room is a smoke free building.

The renter assumes all liability for any alcoholic beverages served. Gleneagle Golf Club requires the renter to: (1) utilize the list of approved professional beverage services in the event that alcoholic beverages may be consumed at the renters private event; \_\_\_\_ *Initialed* (2) utilize the list of approved caterers for all food service. \_\_\_\_ *Initialed*

The renter assumes all responsibility and liability for the injury to any person in attendance to your event or damage done to the building or property and is not responsible for lost items or items left overnight.

Deposit: A deposit of \$ \_\_\_\_\_ is due upon the completion of the banquet facility agreement. The deposit confirms your date and is held in addition to the room rental as a cleaning, damage, and cancellation deposit. Upon request, deposits are refundable after the rental date barring any cleaning, damage, and/or failed agreement criteria that may have occurred for the event above.

Cancellations: Deposits are non-refundable unless Gleneagle can rebook the room with another comparable function, in this case, half of the deposit will be refunded. Changing the date of rental is considered to be a cancellation. In the event of a date change, Gleneagle will attempt to rebook the room with another comparable function and the full deposit will be refunded.

Date Of Room Rental Reservation: \_\_\_\_\_  
(Day) (Date) (Year)

**Full Room Rental of \$ \_\_\_\_\_ is due 14 days before the date reserved.**

Attendance: \_\_\_\_\_ Event Type: \_\_\_\_\_

I understand and agree to the conditions above and have received my cleaning guidelines document:

Deposit Received: \$ \_\_\_\_\_ Signed: \_\_\_\_\_(Renter)

Check # \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

GLENEAGLE GOLF CLUB  
BANQUET FACILITY SET-UP

Rental Date: \_\_\_\_\_ Renter's Name: \_\_\_\_\_

Requested Time In: \_\_\_\_\_ Event Catered by: \_\_\_\_\_ Beverage Service by: \_\_\_\_\_  
*(Mandatory for Alcohol)*

Number of guests attending: \_\_\_\_\_ Type of Meal: Buffet / Serviced Number of Buffet Tables: \_\_\_\_\_

Number of people at head table: \_\_\_\_\_ Number of tables for head table (seats 4 per table): \_\_\_\_\_

Number of 5 foot round seating tables: \_\_\_\_\_ Number of guests at a table: \_\_\_\_\_

**Cake (Must go on dance floor or use drop cloth for carpet)**

Other Requests:

Dance Floor (D.J. and Cake Table)	25-5' round tables available.
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## **Cleaning Guidelines**

The below list is a minimum guideline and must be completed, deposit return is not limited to the following:

### **Holding Kitchen**

All items and spills must be removed from the refrigerators.

All items and spills must be removed from the shelving and countertop.

All items and spills must be wiped from floor.

All waste must be removed from sink and plumbing.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

### **Bathrooms**

All items and spills must be removed from the floor.

All waste must be removed from the exterior of the toilets.

All waste must be removed from plumbing that may cause damage.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

### **Seating Area**

All waste, decorations, and spills must be removed from tabletops and chairs.

All waste, spills, ground in food, cake, dinner mints, etc. must be removed from carpet. ***If the cake table is located on the carpeted area a drop cloth must be used.***

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

### **Dance Floor**

All waste and spills removed from floor.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

### **Bar Area**

All waste and spills removed from area.

All waste and spills removed from wall and counter area.

If keg unit is used, overflow pan and bottle must be emptied and rinsed.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

### **Outside the Building and Parking Lot**

All waste, broken glass, cans, and spills removed from area.

### **The hall must be vacated by 12:00 Midnight and when you leave:**

All doors and windows must be shut and locked.

All lights and fans must be turned off.

Make sure all waste from all areas above is placed in the waste receptacles located on the north side of the parking lot.

\_\_\_\_\_ *Initials – I have read and understand the cleaning guidelines. In addition, I understand that this list is merely a guideline and does not include every item for deposit return. The facility should be returned to the original condition at which you arrived.*

