

WEDDINGS

*The following policies have been developed to allow you:
(1) to host a successful event at Foxford Hills Golf Club; (2) to assist you in making decisions on your menu, theme and guests; and (3) to protect you and your guests from any misunderstood guidelines at Foxford Hills.*

WEDDINGS AT FOXFORD HILLS: Foxford Hills Golf Club would love to host your wedding. Prior to any wedding we suggest that the bride, groom or host/hostess take the time to visit the site. Foxford Hills caters to smaller wedding events of 60 or less. Our great room is an open style room and has minimal seating capacity for such events. We don't hide the fact that it is a quaint setting for such events. The room does not have a dance floor and if needed will further reduce the capacity of the room by a minimum of 10 to 15 persons. For wedding parties over 60 persons, the guests will be required to use the patio as overflow which seats another 50 to 60 persons. A head table can be set-up for up to 10 persons but it will affect the total number of persons that can comfortably fit into the room.

For the interior set-up, our tables seat 8 to 10 persons comfortably. Tables are covered with white linens to the floor and are elegantly dressed with a glass centerpiece with a candle. White cloth napkins will be provided with a fork, knife and spoon. Guest can bring personal center pieces if desired. Any open flames must be in an enclosed container. No open flames are allowed.

WEDDING DINING PACKAGES AT FOXFORD HILLS: All wedding packages are buffet style. We do not offer plated options.

DEPOSIT REQUIRED / PAYMENT SCHEDULE: A fifty percent (50%) non-refundable deposit is due upon scheduling a wedding at the facility and will be applied to the final balance on your contract. Final payment is due ten (10) days prior to the event. Checks should be made payable to **Foxford Hills Golf Club**.

All payments are preferred by either check or cash. A credit card number may be applied to deposit and must be kept on file. We accept Visa, Master Card, Discover and American Express Cards. If client opts to pay final balance by credit card, a 2.5% assessment fee will be added to cover applicable credit card fees incurred by Foxford Hills Golf Club.

PAYMENT SCHEDULE: Upon booking your event, a 50% non-refundable deposit is due. Ten (10) days prior to your event date, the final count is due and the remaining balance is due. Final count cannot be decreased at the ten (10) day point when the balance is due. If numbers increase, you must notify the club immediately and make payment immediately. The club will make a final count. If additional persons are counted, the club will charge the party immediately. A credit card must be kept on file with the club. Any and all incidental charges incurred during the event shall be added to your final bill.

MENU & BEVERAGE GUARANTEES: Ten (10) days prior to the event date final menu and beverage selections must be confirmed with food/beverage coordinator.

GUEST GUARANTEES: Guest number confirmation is due ten (10) days prior to the event. Final billing is based on the guaranteed count and is not subject to reduction. If attendance exceeds the guarantee, client will be charged the additional fees on the final bill.

PRICES & SERVICE CHARGES: All food and beverage are subject to 20% gratuity and 7% sales tax. All prices are subject to change without notice. Prices will be raised only with the occurrence of an unusual increase in a food item or fair market value.

FOOD & BEVERAGE: No food or beverage may be brought into Foxford Hills Golf Club without prior approval from the General Manager. No donated food or beverage may be brought onto the premises. Any leftover beverage and / or food remain the property of Foxford Hills Golf Club unless previously arranged with the General Manager.

EVENT SCHEDULING & SET-UP: All in-season deliveries, set up of music, room décor, etc. must be made no earlier than four (4) hours prior to your event unless special arrangements have been made. Off-season event deliveries must be scheduled with the General Manager on an individual basis.

DECORATIONS: The General Manager must approve all decorating concepts at least ten (10) days prior to the event. Decorating request requiring intensive labor will be the responsibility of the client or may be provided for an additional fee and will be at the sole discretion of the General Manager.

Clients are not permitted to use ladders or exterior equipment in decorating. Labor needed for any hanging of decorations will be provided at an additional charge.

No nails or tape are allowed on any walls. No open flames are permitted. All candles must be enclosed in a hurricane type enclosure. At no time will taper candles be allowed. Any costs associated with burns, wax or smoke damage will be incurred by the client.

No glitter, confetti or decorations smaller than one-inch in diameter may be used for decorating. An additional \$100.00 clean-up fee will be applied to your final bill if this policy is not adhered to.

LINEN: Linens for the wedding are white for interior tables. If wedding guest requests linens for outside tables a \$25.00 /linen charge will apply. All linen costs will be incurred by the client and must be ordered through our staff. Linen charges will be reflected on your estimate contract for your approval.

SECURITY: Foxford Hills Golf Club does not assume responsibility for the damage or loss of any merchandise brought into the facility for meetings or special events by the client or their agent. All items need to be removed on the evening of the event. The client will be responsible for any items left after an event.

TAX EXEMPTION: Organizations with a tax exempt status must submit a certificate to Foxford Hills Golf Club no less than ten (10) days prior to the event date.

SMOKING POLICY: Foxford Hills Golf Club is a non-smoking facility. Smoking is not permitted within 15 feet of any door or window in the building. Smoking in the lobby, foyer or washrooms is not permitted.

WEDDING PACKAGES

Friday nights.....\$7,500 Minimum Spending and up to 70 persons; Does not include Hors D' Oeuvres, Bar Option.

Saturday nights.....\$10,500 Minimum Spending and up to 70 persons; Does not include Hors D' Oeuvres, Bar Option.

Sunday nights.....\$9,000 Minimum Spending and up to 70 persons; Does not include Hors D' Oeuvres, Bar Option.

"WEDDING" BUFFET PACKAGES

Foxford Hills requires guests to confirm menu selection for each member of the party ten (10) days prior to the event.

Choose Two Meats:

Sliced Beef Tenderloin; Sliced Pork Tenderloin; Chicken Lemone, Chicken Marsala

Choose A Side: Homestyle Mashed Potatoes, Double Baked Potatoes, Baked Potato, Rice Pilaf

Choose a Steamed Vegetable:

Vegetable Medley (Carrots, Broccoli, Cauliflower); Steamed Green Beans; Broccoli, Cauliflower, Carrots

Dessert Table:

Chocolate Cake, Brownies, Chocolate Chip Cookies, Snicker Doodle Cookies, Cheese Cakes, Mini Eau Claires

HORS D'OEUVRES (Choose 3) (1 Hour of Hors D' Oeuvres)

\$6.00 / Person

Italian Sausage;
Cocktail Meatballs;
Spinach Pastry Puffs;
Cheese Pastry Puffs;
Italian Bruschetta

Add Deluxe Hors D' Oeuvres (Choose 2)

\$6.00 Additional / Person

Mini Steak Kabob;
Mini Chicken Kabob;
Shrimp Cocktail

BAR OPTIONS

First Hour.....\$10.00 per person
Two Hours.....\$15.00 per person
Three Hours.....\$20.00 per person

Sales Tax of 7% and Gratuity of 20% added to all parties.
Our most popular option is the Cash Bar.
If you prefer, we can run a tab on a major credit card.

**WEDDING PATIO SET-UP/
SERVICE FEES**

If you require the patio to set-up special other than with the cast iron tables the following additional fees will apply.

Patio set-up/clean-up.....\$150.00 for the event
Additional Banquet Tables.....\$20.00 / table
Additional Banquet Chairs.....\$10.00 / chair
Linens and tablecloths....\$25.00 / linen and table cloth
Small Strands of Lights On Horizontal Beams.....\$125.00
Tents.....Market price based on size and set-up.

Sales Tax of 7% and Gratuity of 20% added to all parties.