



## BUFFET PACKAGES

### BREAKFAST BUFFET

Scrambled Eggs, Sausage, Bacon,  
Clubhouse Potatoes & Assorted Danishes  
Toasts, Bagels & English Muffins.  
Coffee, Tea, Soda, Orange Juice & Cranberry  
Juice included.

**\$15.00 plus 7% sales tax and gratuity 20%**

### BOX LUNCH

Turkey, Ham or Beef Sandwich  
Bag of Chips, Candy Bar, Apple  
& 1 Fountain Drink

**\$18.00 plus 7% sales tax and gratuity 20%**

### SANDWICH BUFFET

Assorted Turkey, Ham, Beef Croissants  
Potato Chips & Choice of Potato or Pasta  
Salad

Desserts include Cookie and Brownies.  
Coffee, Tea and Soda included.

**\$18.00 plus 7% sales tax and gratuity 20%**

### MINI ITALIAN SANDWICH BUFFET

Italian Sausage, Italian Beef & Italian Meatball  
all served on Mini Buns

With Pasta Salad or Caesar Salad  
Desserts include Cookie and Brownies.  
Coffee, Tea and Soda included.

**\$18.00 plus 7% sales tax and gratuity 20%**

### ALL-AMERICAN BUFFET

{Choose 2 Entrees}

Hamburgers or BBQ Pulled Pork or  
Marinated Chicken Breasts  
Potato Salad & Country-Style Baked Beans  
Desserts include Cookie and Brownies.

Coffee, Tea and Soda included.  
**\$18.00 plus 7% sales tax and 20% gratuity**

### THE PICNIC BOX BUFFET

{Choose 2 Entrees}

Sloppy Joes, Nathan's Hot Dogs, Johnsonville  
Bratwurst, Maxwell Street Polish  
Choice of Wedge Cut Fries, Potato Salad or  
Penne Pasta Italian Salad

Desserts include Cookies and Brownie Trays.  
Coffee, Tea and Soda included.

**\$18.00 plus 7% sales tax and 20% gratuity**

### FIESTA BUFFET

{Choose 2 Entrees}

Chicken Enchiladas or Beef Soft Tacos or  
Chicken Soft Tacos

Refried Beans with a Medley of Mexican  
Cheese

Tortilla Chips with Salsa & Guacamole  
Desserts include Cookie and Brownie Trays.  
Coffee, Tea and Soda included.

**\$18.00 plus 7% sales tax and 20% gratuity**

### HORS D'OEUVRES BUFFET

BBQ Meatballs, Buffalo Chicken Wings &  
Chicken Quesadillas

Assortment of Cheese Sticks & Jalapeno  
Poppers

Desserts include Cookies and Brownie Trays.  
Coffee, Tea and Soda included.

**\$18.00 plus 7% sales tax and 20% gratuity.**

### THE ITALIAN BUFFET

Chicken Parmesan & Italian Beef Sandwiches;  
Penne Pasta with Marinara;  
Greens Salad

Desserts include Cookies and Brownie Trays.  
Coffee, Tea and Soda included.

**\$20.00 plus 7% sales tax and 20% gratuity**



### **ADDITIONAL APPETIZER PLATTERS**

{Each platter will serve approximately 20 guests.}

- Shrimp Cocktail, 50 pieces for.....\$130.00
- Assorted Fresh Vegetables with Dip.....\$70.00
- Assorted Cheeses with Pepperoni and Crackers.....\$85.00
- Italian Bruschetta.....\$75.00

### **BAR OPTIONS**

First Hour.....\$14.00 per person; Two Hours.....\$21.00 per person;  
Three Hours.....\$28.00 per person; Four Hours.....\$35.00; Five Hours.....\$42.00

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.

### **SERVICE FEES**

- Room Rental With Buffet Package, \$50.00/Hour Plus Selection of Buffet Package.  
(Minimum 3 Hours)
  - Banquet Tables.....\$20.00 / table
  - Banquet Chairs.....\$10.00 / chair
- Linens and Tablecloths....\$25.00 / linen and table cloth
  - Cloth Napkins.....Min. \$8.00 / napkin

### **OUTSIDE SERVICE FEES**

Tents.....Market price based on size and set-up. Min. \$3,000  
Tent Lighting.....Min. \$1,500

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



6800 S. Rawson Bridge Road; Cary, Illinois 60013; (847) 639-0400 Fax: (847) 639-0440

**BANQUET CONTRACT**  
**THANK YOU FOR JOINING US FOR YOUR SPECIAL CELEBRATION.**

Please guarantee this reservation with a credit card number and signature. The deposit payment  
**50%** of the estimated cost of your event will be processed immediately.

**Please Note: The Deposit Is Non-Refundable**

**Please fill this form out completely and mail back to us.**

**Name:**

**Company Name and/or Function:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**Mobile:**

**Fax Number**

**E-mail:**

**Date of Party:**

**Time of Function:**

**Number of Guests Attending:**

**Credit Card # \_\_\_\_\_ Type of Card \_\_\_\_\_**

(Please write in #)

**Name as Appears on Card:**

**Expiration Date \_\_\_\_\_**

*The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.*

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**I/We will use the following to pay for the party.**

AMEX  MASTER CARD  VISA  DISCOVER  CHECK



## POLICIES & PROCEDURES

### 1. ROOM RENTAL & EVENT CHARGES

- Dining Room 'After 7' - \$50.00 / Hour with Buffet Package – Minimum 3 Hours. Each additional hour is \$50 Hour.
- The bar package for adults 21 and over is outlined below.

*1 hour = \$14 per person; 2 hours = \$21 per person; 3 hours = \$28 per person*

*Each additional hour add \$7/hour. Example 4 hours = \$35 per person, 5 Hours = \$42 per person.*

*Sales Tax(7%) and Gratuity(20%) not included in pricing and will be added to all bar packages.*

- **If guest does not want to choose an hourly bar package, guest can choose to put drinks on a tab with a major credit card.** Sales tax (7%) and gratuity (20%) will automatically be added to the bar tab. Guest will need to present credit card to the Foxford Hills management staff prior to the event for charging purposes. During the event, the credit card being used for any additional charging opportunities by guests will be held by club staff at the bar. Please note, if more than one person is paying for the event or will be charging, the credit card must presented to the Foxford Hills management staff for approval.

### 2. PREVAILING LAWS

All Federal, State and Local laws with regard to food and beverage purchase and consumption are strictly adhered to. Foxford Hills reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

### 3. FOOD AND BEVERAGE

Foxford Hills must provide all food and beverage, with the exception of special occasion cakes. A \$2.50 per person cutting and serving fee will apply.

### 4. ADVANCE PAYMENT –

For all general events, a **deposit equal to 50% of the estimated cost** shall be paid to Foxford Hills at the time of signing the contract. We require the balance of the monies, **the remainder balance of 50% to be due no less than 14 days prior to the event.**

### 5. DEPOSIT POLICY –

All deposits are non-refundable. **50%** due upon time of signing contract and remainder balance of 50% due no less than 14 days prior to the event.

### 6. CORPORATE CREDIT APPLICATION

All credit applications for corporate function must be approved no later than thirty (30) days prior to the function date. All advance payment requirements apply to corporate events.

### 7. SERVICE CHARGES AND SALES TAX

A twenty percent (20%) gratuity/service charge and a seven percent (7%) sales tax will apply to all food and beverage charges. Groups requesting tax exemption must submit a tax exempt certificate thirty (30) days to the function date, or tax will be applied to the final bill and will not be refunded.

### 8. FUNCTION SPACE GUARANTEE

To confirm function space on a definite basis, the group must provide Foxford Hills with the number of guests attending the event. Foxford Hills comfortably seats 60-72 persons inside our dining room. If a head table is needed, the room comfortably seats 50-60 persons. The head table would account for 9 or 10 of those persons in the

count. If an event is in excess of 60-72 persons, Foxford Hills strongly recommends scheduling for late Spring or Summertime usage and using the patio. The patio can accommodate up to another 50-60 guests.

#### **9. BANQUET SET**

Confirmation of the final number of attendees of any function must be submitted to Foxford Hills fourteen (14) days in advance when the balance of the 50% remainder balance is due.

#### **10. MENU SELECTIONS**

All menu selections shall be considered definite and not subject to change fourteen (14) days prior to the event.

#### **11. SERVICE FEES**

Certain service fees will apply for tents for outside events. For casual dining events whereby set-up of the room differs from everyday set-up, a \$150 fee will apply. In addition, Foxford Hills charges for 60" round tables, chairs and linens. If cloth napkins are needed we will provide them at a cost to guest at a per item cost.

*60" Round Table - \$20; Chairs - \$10; Linens - \$25; Cloth Napkins – Min. \$8;  
Tent- Min. \$2,000 seats 120; Tent Lighting – Min. \$800; Dance Floors – Not Allowed*

#### **12. ELECTRICAL & AIR CONDITIONING**

Electrical requirements for meetings or larger events that require the use of additional power not conveniently provided by Foxford Hills Clubhouse for tented use will be brought in at host cost and a \$1,000 deposit will be required to repair any damages to grasses, pavement or amenities damaged by installation.

#### **13. MARKET FLUCTUATIONS**

All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more than sixty (60) days prior to the scheduled function.

#### **14. CONDUCT**

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon Foxford Hills or its guests by individuals associated with or representing the group's organization.

#### **15. ACT OF GOD**

If, for reasons beyond our control, including but not limited to labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, and Foxford Hills is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Foxford Hills be liable for consequential damages for any reason whatsoever.

#### **16. SECURITY**

Foxford Hills requires our staff to act as security for events. Video recording of the event occurs for the safety of staff, guests, burglary and fire. If it is deemed that the hosts require additional security than what Foxford Hills can provide, host will be required to hire such Security Company at their own expense. Security Company must provide Certificate of Insurance 14 days prior to the event.

#### **17. DECORATIONS AND SIGN POLICY**

All signs must be professionally printed or painted, and must be approved through the Foxford Hills management staff. No pins, tacks or adhesives of any kind are permitted on any of Foxford Hills' walls or doors unless granted by management.

**18. AUDIO VISUAL** - Not provided by Foxford Hills for events.

**19. TELEPHONE** - Not provided by Foxford Hills for events.



*I acknowledge the receipt and review of the following Policies & Procedures at the Foxford Hills Golf Club listed above and understand all charges associated with the event.*

_____ Signature of Guest	_____ Date
_____ Signature of Club Representative	_____ Date

***BUFFET PACKAGE***

*(Please Check One)*

***Breakfast Buffet*** \_\_\_\_

***Box Lunch*** \_\_\_\_

***Sandwich Buffet*** \_\_\_\_

***Mini Italian Sandwich Buffet***

***All-American Buffet*** \_\_\_\_

***The Picnic Box Buffet*** \_\_\_\_

***Fiesta Buffet*** \_\_\_\_

***Italian Buffet*** \_\_\_\_

***Hors D' Oeuvres Buffet*** \_\_\_\_

***Other*** \_\_\_\_\_

***Cookies & Brownies Included In Package***

***Coffee, Tea and Soda Included***

***Guest will bring in a personalized cake as well. (Please check one.)*** \_\_\_\_ Yes \_\_\_\_ No

***BAR PACKAGE SELECTED*** \_\_\_\_ Hourly \_\_\_\_ Bar Tab (Most Popular)

***If bar tab is selected, a credit card must be presented at the start of the event/party.***

**DEPOSIT**

***NON-REFUNDABLE DEPOSIT OF 50% CURRENTLY DUE***

***IN THE AMOUNT OF \$\_\_\_\_\_.***

***REMAINDER 50% BALANCE DUE FOURTEEN (14) DAYS PRIOR***

***IN THE AMOUNT OF \$\_\_\_\_\_.***

***FINAL COUNT WILL BE DUE \_\_\_\_\_***