

# flannery's

at fireridge golf club

## Wedding Reservation Contract

The undersigned hereby contracts those services and privileges as set forth on the "Fire Ridge Wedding Guidelines" form and agrees to pay for all appropriate services, fees, and taxes and to abide by and comply with all Fire Ridge Golf Club rules, regulations, and policies in effect at time of the event. The undersigned hereby acknowledges receipt and understanding of such guidelines, rules, regulations, and policies and agrees that the contracted services will apply for the date of scheduled event. The credit card information provided below and signature will be retained on file and be used to process additional charges incurred the day of the event. An 18% service gratuity will be added to all menu items and beverages arranged for the event. A 5.6% State Sales Tax will be added to the total amount of the event, including menu items, beverage packages, service charges, and any additional amenities. Signature of this contract must be accompanied by payment of \$1,000 deposit. The undersigned understands and agrees that, in the event of cancellation, this deposit is Non-Refundable. Initials \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp.: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_ \*confirmed number due Monday prior to event

**FACILITY CHARGE/DEPOSIT Includes: Food Tasting, 18'X18' Dance Floor, Table Linens, PA System, Cake Cutting Service, Wait Staff Service and Champagne Toast for Bridal Party.**

**Weekend Rate: (Friday and Saturday)**  
**Banquet Room and 3 Season Deck Area \$1,500**  
**Entire Facility \$2,500**

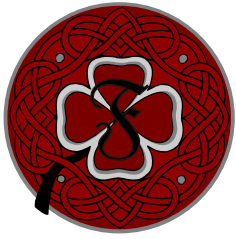
**Weekday Rate: (Sunday - Thursday)**  
**Banquet Room and 3 Season Deck Area \$1,000**  
**Entire Facility \$1,500**

**On-Site Ceremony \$500.** Ceremony on the Green Includes up to 250 guest, PA System, Use of Golf Carts for Bridal Party Photos on Property and Golf Cart Shuttle Service to Club House. (Tent, Chairs, Chair Covers, Gazebo, Archway available for additional fees)

Special Arrangements: \_\_\_\_\_

Signature \_\_\_\_\_

References available for Shuttle Transportation, Photographer, Flowers and Cake.



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## Wedding Guidelines

*Our goal at Fire Ridge Golf Club is to make your event a memorable one. In order to help you plan your event, we have initiated the following guidelines:*

### **Reservations, Contracts, Deposits, and Payments**

*In order to reserve your date, a signed contract and a deposit will be due. Payments for all food and beverages will be processed the Monday prior to your event. At that time, a credit card number is retained on file for additional charges incurred during your event.*

### **Confirming your Guest Attendance**

*On the Monday prior to your event, the number of guests attending must be confirmed. After this time, the confirmed guest attendance may not be reduced. In the event we are unable to confirm your count within this time frame, we will consider your original request of the confirmed number of guests attending.*

### **Prior to your Event**

*Once a date is selected and reserved, we ask for a pre-planning meeting 30-45 days in advance to formally plan your event. Your coordinator will work closely with you to make any adjustments and revisions as your event grows near. On the day of your event, your banquet captain will orchestrate the timing, menu, and special details of your event seamlessly; implementing and managing every detail.*

### **Event Time Frames**

*Fire Ridge Golf Club is open at 8:00 am the day of the event for deliveries. The florist, baker, entertainment, and photographer are welcome to set-up after this time. A time for guest arrival and dinner service will be arranged by you and your coordinator during the pre-planning meeting. Last call for the bar and DJ/Band wrap-up is 1 am. Facility closing time is 2:00 am.*

### **Table Arrangements**

*Tables can be set to accommodate 6-12 people each. We will set up only the number of tables needed for your size group. If you have assigned seating, please let your coordinator know if more tables are needed to accommodate your arrangements.*

### **Decorations**

*Please have all party favors, such as candy and chocolates, tied in packaging or netting.*

### **Food and Beverage Pricing**

*Fire Ridge Golf Club adjusts food and beverage pricing annually. If you are booking a wedding for a future calendar year, your food and beverage will be subject to the "published price" for the calendar year of your event.*

### **Service Charge**

*An 18% gratuity will be added to all food and beverage items arranged for your event.*

### **Wisconsin State Sales Tax**

*Wisconsin law requires 5.6% sales tax be added to the total amount of food and beverage items.*

***If you have further questions, please do not hesitate to contact us.***

***2241 Hwy W, Grafton, WI 53024***

*Voice: (262) 375-2977 Fax:(262) 375-2968*

*ctout@fireridgegc.com (Food and Beverage Coordinator)*