



**Glen Erin Golf Club**  
**Banquet Facility Wedding and Event Contract**

**Service Fee:**

Service fee for all events at Glen Erin is 18% of the final food and beverage bill and includes gratuity to the staff. This will be added to the final bill.

**Tax:**

Wisconsin State Sales Tax and Rock County Sales Tax is 5.5% of the entire bill and will be added on to the final bill. The Service Fee is not taxable.

**Buffet and Plated Service:**

All buffet and plated services will be billed based on the final number of attendees guaranteed 7 days prior to the event, or the actual number of attendees during the event, whichever is higher. A guaranteed number must be provided to the catering staff at least 7 days in advance. Events not adhering to the 7 day in advance policy will be subject to a 10% fee on the entire food and beverage bill.

**Deposit:**

A non-refundable deposit of \$500 is required for all wedding and golfing events. This deposit will be applied against the final total bill and the remainder is due on or before the day of the event. In the event of damage, non-payment or any other breach of contract the deposit will be used to offset such costs.

**Room Rental Fee:**

A room rental fee of \$3,500 is required for all weddings. A room rental fee of \$5 per guest is required for all other events using the Glen Erin Banquet Facility or the Cursing Stone Pub. The room rental fee and deposit together guarantee the date of your event. The room rental fee is not refundable.

**Banquet Facility Minimums:**

The minimum size event for use of the Glen Erin Banquet Facility is 80 guests.  
The minimum size event for use of the balcony room is 24 people.

**Hours of Operation:**

Glen Erin Golf Club requires all events to be finished by 12:30 AM.

**Food Service:**

Glen Erin Golf Club and The Cursing Stone Pub are the only food providers of food and beverage. No outside caterer is allowed and no carry in food or beverage is allowed.

Per State Law, no residual food may be taken home by customers. Per liquor license, no alcohol can be consumed unless purchased from Glen Erin and served by Glen Erin staff.

Guests are permitted to bring in their own cake/dessert provided it is from a licensed cake or dessert provider.

**Rentals:**

Additional rental equipment and decorations are available upon request.

**Capacity:**

The Cursing Stone Pub can seat up to 80 people.

The Trinity Room can seat up to 40 people.

The deck can hold up to 90 people.

The Celtic House at Glen Erin can seat up to 450 people.

I agree to all terms set forth in this agreement. I understand by signing this contract I agree to adhere to all banquet rules and regulations above. I agree that this signed contract, as well as payment of the room rental fee and security deposit, guarantees the date set forth below for my event. If, for any reason other than inclement weather for a golf event, the date needs to be cancelled, the security deposit and room rental fee are non-refundable.

Event Name \_\_\_\_\_

\_\_\_\_\_  
Event Coordinator                      Date                      Glen Erin Manager                      Date

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Event Date \_\_\_\_\_ Event Time \_\_\_\_\_ # of Attendees(golf/banquet) \_\_\_\_\_

Coordinator Name \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

Circle:            GOLF                      WEDDING                      CONVENTION                      OTHER BANQUET

Circle:            CURSING STONE PUB            BALCONY ROOM            BANQUET FACILITY