

# 2017 Wedding Guide



**TS&M Woodlawn Golf Club**

**HWY 47 South**

**Estevan, Saskatchewan**

**S4A 2A3**

**Tel: (306) 634-2017**

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

## **Contact:**

Food & Beverage Manager	Tracey Tuchscherer	(306) 634-2020 Work (306)421-9120 Cell
General Manager	Kyle Mulligan	(306) 634-2017 Work (306)421-7723 Cell

## **Booking Procedures & Rules**

**Deposits** - An initial deposit of \$700.00 is required upon booking your event payable by Visa, MasterCard or Cheque. The TS&M Woodlawn Management must also have a credit card number on file; your booking is not secure unless this occurs.

**Gratuities** – Are not included in the package. They will be charged at 15% on the final bill

**Beverage Service** – TS&M Woodlawn provides ample and easily accessible beverage service in our restaurant area. All beverages brought on-site by a booking will be confiscated immediately. All of our sales will be in coordination with the SLGA Laws.

**Final Numbers** – Any booking must submit final numbers to our Food and Beverage Manager (14) business days before the event. TS&M Woodlawn Golf Club reserves the right to charge for guests not accounted for or no-shows.

**Cancellation Policy** - Bookings cancelled up to 65 days prior to the event date will be reimbursed the deposit. Cancellations received after that time will not have the deposit returned.

**Damage** – All damage to the TS&M Woodlawn Golf Club property and or costs occurred from said damage will be the responsibility of the named contact person

**Decorations** – No tape, tacks, nails or glue is to be used for decorating. All decorations must be removed by 9:00AM the following day

# Wedding Checklist

## Bride

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

Phone Number: \_\_\_\_\_

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

## Groom

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

Phone Number: \_\_\_\_\_

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

How Many Guests are Expected? \_\_\_\_\_

How Many Children are Expected? 5-12 \_\_\_\_\_ 4 & Under \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_ Cocktail Run: \_\_\_\_\_

Bar Opens & Runs: \_\_\_\_\_ DJ Set Up Time: \_\_\_\_\_

Guests to be Seated Time: \_\_\_\_\_ Wedding Party Entrance: \_\_\_\_\_

Dinner to be Served: \_\_\_\_\_ Program Runs: \_\_\_\_\_

Cake Cutting: \_\_\_\_\_ Dance Runs: \_\_\_\_\_

Late Night Lunch: \_\_\_\_\_ Head Table (#of guests) \_\_\_\_\_

Round Tables of 8 (#) \_\_\_\_\_ Cake Table (Y/N) \_\_\_\_\_

Guest Book Table (Y/N) \_\_\_\_\_ Gift Table (Y/N) \_\_\_\_\_

DJ Table(Y/N) \_\_\_\_\_ Napkins (Y/N) \_\_\_\_\_

Table Linins(Y/N) \_\_\_\_\_ Podium & Microphone(Y/N) \_\_\_\_\_

# Menu 2017



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## Dinner Buffets

### Carved Roast Beef Dinner

Our succulent Roast beef served with gravy and your choice of potato, two salads, vegetable and bread.

**\$24.95**

### Roasted Turkey Dinner

Turkey with Dressing, and Gravy, with your choice of potato, two salads, vegetable and bread

**\$24.95**

### Honey Glazed Ham

Ham Dinner served with your choice of potato, two salads, vegetable and bread

**\$21.95**

**Potato Choices:** Baked, Roasted, Scalloped or Mashed

**Vegetable Choices:** Honey Dill Carrots, Broccoli, Asparagus

**Salad Choices:** Pasta, Caesar, Tossed, Marinated Vegetable, or Coleslaw

**Bread Choices:** Fresh Rolls or Garlic Toast

## Desserts

We can add dessert for \$3.50-\$5.00/person depending on choice from the following:

Homemade Tart and Ice Cream

Cheesecake

Chocolate Brownies

Assorted tray of desserts

**\*\* Prices Do Not Include GST & Gratuity**

## **Banquet Bar Service**

We are pleased to offer the following Bar Service Options for your event. Whether you choose one or a combination of service options for your functions, our prices are competitive and designed to meet your budget.

### **Option 1 – Host Bar**

The convener pays for all drinks and a 15% gratuity is added to final invoice.

### **Option 2 – Loonie/Toonie Bar**

The guest pays a nominal charge for a drink and the balance is billed to a convener and a 15% gratuity is added to the final invoice.

### **Option 3 – Drink Tickets**

The convener may purchase drink tickets for dispersal to guests and a 15% gratuity is added to final invoice.

### **Option 4 – Cash Bar**

Guests pay for their own drinks and gratuities are at the guests discretion.

### **Bar Prices**

Highballs (bar brands)	\$5.50
Premium spirits (by request)	\$6.00
Cocktails	\$6.00
Coolers	\$7.00
Beer	\$5.50
Juice	\$2.75
Pop (fountain)	\$2.00
Wine	Price Will Vary *At Request of Bride & Groom

### **Toonie/Loonie Host Paid Portions**

Highballs (bar brands)	\$2.00/\$3.50
Cocktails	\$2.00/\$4.00
Beer	\$2.00/\$3.50

## 2017 TS&M Woodlawn Golf Club Wedding Agreement & Policies

### **Contracts, deposits, payments and cancellations**

- In order to confirm your event date; TS&M Woodlawn requires the signed contract and a \$700 deposit. No exceptions.
- A valid credit card number is required at time of booking to be listed in the wedding file.
- All deposits are non-refundable and non-transferable.
- All cancellations are required in writing **sixty five (65) days** prior to the events scheduled date.
- Should you cancel within **sixty five (65) days** prior to your event date, the remaining balance of food and beverage will be charged to your credit card on file.
- Any balances not received by due date will be processed on the credit card on file. This includes the final balance following the booking..
- TS&M Woodlawn is not responsible, nor has the capacity to store any items prior to or following your event.
- The room designated for your booking will be available a minimum of one **(1) business day** prior to your event booking. The restaurant will make every attempt possible to have the room available earlier however will not be responsible for lost or stolen articles.
- TS&M Woodlawn will allow you to park a storage unit for **twenty-four (24) hours** prior to and **twenty-four (24) hours** following your event. The storage unit must be pre-approved by TS&M Woodlawn
- TS&M Woodlawn is not responsible for any lost, stolen or damaged items prior to, during or after the course of your event.

### **Food and Beverage**

- TS&M Woodlawn will have first right of refusal to host the banquet in the restaurant. The minimum number of guaranteed guests will be what is used for product ordering. Minimum numbers cannot be decreased but may be increased up to **ten (10) business days** in advance of the event.
- **Due to licensing requirements and quality control issues, all beverages to be served on the premises must be supplied by the TS&M Woodlawn Golf Club.**
- Unauthorized beverages are not allowed and strictly enforced.
- The function room will be available for all groups until **one (1) hour** after last call. Last call will be made upon the Food & Beverage Supervisors discretion.
- Selling or serving liquor by the manufacture or registered representative is prohibited.
- Liquor for sampling must be purchased from the restaurant.

### **Guarantees**

- We request a tentative number of guests at time of contract.
- A confirmed menu and all other requirements will be required **fourteen (14) business days** prior to your booking
- A guaranteed number of meals must be received **ten (10) business days** prior to the event. Guarantees are not subject to a reduction.
- All hosted food and beverage services are subject to a 15% service charge and 5% GST and are not included in menu pricing.
- All prices are subject to change based on market conditions.

# Wedding Agreement

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

Wedding Date: \_\_\_\_\_

Reservation Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Date Confirmed By (14 days prior) \_\_\_/\_\_\_/\_\_\_

Number for Dinner: \_\_\_\_\_ Time of Dinner: \_\_\_\_\_

Meal Selection: \_\_\_\_\_

Wedding Contact: \_\_\_\_\_ Date Confirmed By (10 days prior) \_\_\_/\_\_\_/\_\_\_

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

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

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

## Wedding Package Selection:

- Carved Roast Beef Dinner/ \$24.95 per person      add on: \_\_\_\_\_
- Roasted Turkey Dinner/\$24.95 per person      add on: \_\_\_\_\_
- Honey Glazed Ham Dinner/\$21.95 per person      add on: \_\_\_\_\_

Your signature below constitutes that you understand and will abide by the terms and conditions as outlined in this package and the attached TS&M Woodlawn Wedding agreement & policies document. Your reservation will only be held on a tentative basis pending the receipt of the \$700.00 initial deposit. Upon receipt of the deposit, your reservation will be fully protected and blocked for your group. ALL PRICES IN PACKAGES AND MENUS LISTED DO NOT INCLUDE GST & GRATUITIES. Cancellations must be received a minimum of 65 days prior to the wedding date to receive a full refund.

## Initial Deposit Payment:

CC#: \_\_\_\_\_

Type: \_\_\_\_\_

Exp: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TS&M Woodlawn Representative: \_\_\_\_\_