



Banquets & Events

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Staff Contacts

Operations Manager
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HeatherRidge Golf Club
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Thank you for your interest in hosting an event or banquet at the Clubhouse at HeatherRidge. We look forward to providing you with a first class experience and are confident that your guests will have a memorable experience. Enclosed, you will find the necessary information regarding contracting your event at The Clubhouse at HeatherRidge. From the beginning stages of the contractual process to the conclusion of your banquet, we ensure that you and your guests are treated to an incredible experience at The Clubhouse at HeatherRidge.

The Facility

The HeatherRidge experience doesn't just begin and end with great golf. With it's spacious and relaxed clubhouse, both indoor and outdoor bars, and it's exclusive private setting, the Clubhouse at HeatherRidge is the perfect venue for your upcoming event or banquet. HeatherRidge also offers a convenient location from most of Chicago's west, northwest and north suburbs.

Private Party & Banquet Policies

ROOM RENTAL/REQUIRED DEPOSIT:

To secure the Clubhouse at HeatherRidge for a private function, there is a required room rental charge for a 3-hour room rental and a clubhouse set-up/clean-up fee of **\$150**. The room rental charge varies based on day of event and time of day. For every additional hour that the room is rented, there will be an additional **\$50/hour** for daytime events, and an additional **\$75/hour** charge on evening events. A **\$250** non-refundable deposit is due upon scheduling an event at the facility and will be applied to the final balance on your contract. Checks should be made payable to **GolfVisions Management**.

Preferred forms of deposit are by either check or cash. A credit card number may be applied to the deposit and must be kept on file. We accept Visa, Master Card, Discover and American Express Cards.

PAYMENT SCHEDULE:

On your event date 100% of the remaining balance on the estimated contract is required. Any remaining balance after the event will be due fifteen (15) days following date of invoice. If the balance is not remitted within fifteen (15) days, the balance will be applied to the credit card on file. Any amounts not paid within fifteen (15) days of the invoice date shall bear interest at the rate of 1.5% per month. A credit card guarantee is required for all events. 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 beverage package selections must be confirmed with HeatherRidge Management. All alcohol is to be provided by GolfVisions. This includes, but is not limited to, alcohol for consumption, party favors, or gifts. No outside alcohol is allowed to be brought into or consumed on the premises.

GUEST GUARANTEES:

Guest number confirmation is due ten (10) days prior to the event.

PRICES & SERVICE CHARGES:

All room rental and beverage packages are subject to a 20% service charge. All prices are subject to change without notice.

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 HeatherRidge Management on an individual basis.

DECORATIONS:

HeatherRidge Management must approve all decorating concepts at least ten (10) days prior to the event. Decorating requests 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 HeatherRidge Management.

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 **\$200.00** clean-up fee will be applied to your final bill if this policy is not adhered to.

LINENS:

Linens are not provided on tables unless requested by the client. All linen costs will be incurred by the client and must be ordered through our staff. Linen charges will be reflected on your estimated contract for your approval. Linen selections should be finalized with HeatherRidge Management at least ten (10) days prior to the event.

SECURITY:

The Clubhouse at HeatherRidge and GolfVisions Management, Inc. do 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 day or 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 501(C) 3 certification to The Clubhouse at HeatherRidge no less than two weeks (14 days) prior to the event date.

SMOKING POLICY:

The Clubhouse at HeatherRidge is a non-smoking facility. Smoking is permitted ONLY outside of the building. Smoking in the lobby, foyer or washrooms is not permitted.

THE CLUBHOUSE AT HEATHERRIDGE
ROOM RENTAL AND BAR SERVICE PRICING

DAYTIME EVENTS

Pricing is for a 3-hour room rental.
\$50/hour for each additional hour of rental.
Room must be cleaned and vacated by 5:00 PM.

Monday through Thursday (Non-Holiday)
\$325

Friday through Sunday
\$500

EVENING EVENTS

Pricing is for a 3-hour room rental.
\$75/hour for each additional hour of rental.
All events start at or after 5:00 PM.
Room must be cleaned and vacated by midnight.

Monday through Thursday
\$475

Friday through Sunday
\$700

**Holidays may require an additional fee.*

HeatherRidge Residents will receive \$100 off the base room rental fee.

OPEN-BAR OPTIONS

5 hour open bar - \$42.00 per person

4 hour open bar - \$35.00 per person

3 hour open bar - \$28.00 per person

2 hour open bar - \$21.00 per person

1 hour open bar - \$14.00 per person

If you prefer, we can run a tab on a major credit card with the final bill being paid upon completion of event. A cash bar is also available.

SERVICE FEES

Clubhouse Set-up & Clean-up Fee \$150.00

Additional Banquet Tables Pricing Available Upon Request

Additional Banquet Chairs Pricing Available Upon Request

Linens and Tablecloths Pricing Available Upon Request

Tents.....Market Price Based on Size and Set-up.

Service Charge of 20% added to all events.

CATERING PACKAGES

SANDWICH BUFFET

(Choice of Two Entrees)

- Turkey with Swiss or Cheddar Cheeses Served on a Croissant.
- Ham with Swiss or Cheddar Cheeses Served on a Croissant.
- Sliced Roast Beef with Cheddar Cheese Served on a Croissant.
- Tuna Salad or Chicken Salad Served on a Croissant.

Desserts Include Cookie and Brownie Tray.

Coffee, Tea and Soda Included.

\$15.50 per person

ALL-AMERICAN BUFFET

(Choice of Two Entrees)

- Marinated Chicken Breasts
- Jumbo Hot Dogs
- Hamburgers
- Barbeque Pulled Pork
- Bratwursts
- Steak option available for an additional charge.

In addition, choose one of the following sides:

- Pasta Salad
- Potato Salad
- Country Style Baked Beans
- Cole Slaw
- Mixed Fruit Salad

Desserts Include Cookie and Brownie Tray.

Coffee, Tea and Soda Included.

\$17.50 per person

FIESTA BUFFET

(Choice of Two Entrees)

- Chicken Fajitas
- Beef Fajitas
- Beef Tacos

All entrees are served with appropriate condiments and are served with soft shell tortillas.

Tortilla Chips and Salsa Included.

In addition, choose one of the following sides:

- Spanish Rice
- Refried Beans

Desserts Include Cookie and Brownie Tray.

Coffee, Tea and Soda Included.

\$17.50 per person

ITALIAN BUFFET

(Choice of Two Entrees)

- Italian Beef (Market adjustment may be required)
- Italian Sausage
- Chicken Parmesan

In addition, choose one of the following sides:

- Spaghetti with Marinara
- Penne Pasta with Marinara
- Pasta Primavera

Desserts Include Cookie Tray or Brownies.

Coffee, Tea and Soda Included.

\$21.95 per person

ADD-ON OPTIONS

Mixed Green Salad \$2.00 additional per person

Mixed Fruit Salad \$2.00 additional per person

Additional Side With Chosen Buffet Package \$2.00 additional per person

APPETIZER PLATTERS

(Each platter will serve approximately 20 guests)

Chicken Quesadillas..... \$80.00

Cheese Sticks with Marinara.... 50 pieces for \$75

Shrimp Cocktail..... 50 pieces for \$100

Assorted Fresh Vegetables with Dip..... \$75.00

Assorted Cheeses and Crackers..... \$80.00

Italian Bruschetta..... \$100.00

Tortilla Chips and Salsa.... \$60.00

Mini Meatballs (BBQ or Marinara) \$85.00

Assorted Mini Quiche 75 pieces for \$100

Chicken Wings..... 50 pieces for \$100, 100 pieces for \$180



Payment Authorization Agreement

Credit Card Payments

Event Name: _____ Event Date: _____

Event Coordinator Name: _____

I (we) hereby authorize The Clubhouse at HeatherRidge initiate regular credit entries to my (our) credit card account indicated below from the financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of credit transactions to my (our) account must comply with the provisions of U.S. law.

Credit Card Type _____

Account Number _____

Expiration Date _____

This authorization is to remain in full force and effect until The Clubhouse at HeatherRidge has received written notification from me (or either of us) of his termination in such time and such manner as to afford The Clubhouse at HeatherRidge and DEPOSITORY a reasonable opportunity to act on it.

Check One Below

____ I authorize a one-time charge for \$ _____ to be posted to this credit card.

____ I authorize scheduled charges per the Event Schedule of Payments to be posted to this credit card.

Signature _____ Date _____

NOTE: ALL CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN MANNER SPECIFIED IN THE AUTHORIZATION AGREEMENT.