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**HOLLYMEADOWS.COM**

# FACILITY POLICIES

Maximum Reception Space Holds 300 Guests

## RESERVATIONS:

A non refundable \$1,200 deposit, this contract and credit card authorization form is required to reserve your event date. This deposit will be credited towards your balance.

## DATE RESTRICTIONS:

During peak season, May through October, Saturday events require a minimum of 150 guests. Friday and Sunday events, during peak season, require a minimum of 75 guests.

## PAYMENT:

A non refundable deposit of \$1,200 is required to book the event. A meeting is required 14 days before the event, at this time the remaining balance is due in full. Any payments made after will be subject to a late fee. in the event of a cancelation, all payments made prior to the cancellation will not be refunded. Payment plans can be set up at the time of booking.

## PAYMENT METHODS:

Payment will be accepted in the form of Cash, Personal Checks, Cashier's Checks, Money Orders, Visa, MasterCard, American Express, and Discover. A 3% fee for credit cards applies. ALL CHECKS MUST CLEAR WITHIN 14 DAYS OF THE EVENT.

## CREDIT CARD ON FILE:

A credit card must be kept on file with Holly Meadows Banquet Center in order to book an event. Any damages incurred during the event by event guests or any extra changes made after final payment, is the responsibility of the event host and will be charged accordingly.

Holly Meadows Banquet Center reserves the right to charge the card on file with no further notice to the card holder. \*By accepting these terms and conditions, the card holder hereby authorizes Holly Meadows Banquet Center to charge any excess amounts due to Holly Meadows Banquet Center to the card being held on file. All additional charges including, but not limited to, additional guests or damages to property during the day of the event, must be paid the day of the event.

## EVENT MANAGER:

Holly Meadows Banquet Center's Event Manager is on site the day of the event through dinner, to oversee the event happenings and ensure all event operations (preparing the venue and what each package entails) go as discussed at the 14 day meeting. The Manager is to assist in the event with attention to detail as well as time constraints to meet the standards of the client.

Initials: \_\_\_\_\_

# FACILITY POLICIES

## **FINALIZED INFORMATION:**

A final guest count, food choices and all services to be provided by Holly Meadows Banquet Center must be communicated to the Event Manager at the 14 day meeting. At this time, a final balance will be determined and due.

After the information has been finalized, changes cannot be made to reduce the balance. All additional charges made will be due the day of the event. If there are to be runners, overlays, or chargers for the event Holly Meadows asks they be turned into the Event Manager 3 days prior as Holly Meadows will set those items.

## **PERFORMANCE & LIABILITY:**

Holly Meadows Banquet Center is not liable to perform this contract as a result of strikes, fire, flood, failure of power, failure of heat or air conditioning, acts of God or any causes beyond our reasonable control. In the case of inclement weather, if the event host decides to change the location of an outside ceremony extra charges may apply. No refunds will be given.

## **RESCHEDULING:**

An event is considered booked once a deposit is received. A change of date after the deposit is received is considered rescheduling. In this case, an additional deposit equal to the initial deposit is required to secure the new date. The original deposit, as well as the rescheduling deposit will both be applied to the final bill. Circumstances such as military deployment or unforeseen tragedy will be determined on a case by case basis.

## **GOVERNMENT RESTRICTION:**

In the event that the government temporarily shuts down Holly Meadows Banquet Center facilities during the time of your scheduled event, all payments made to date may be transferred to a new date.

Peak Season Restrictions will be determined on a case by case basis.

## **CANCELLATION:**

In the event of a cancelation, all payments made prior to the cancelation will not be refunded.

## **FOOD:**

All food and beverage must be purchased and supplied by Holly Meadows Banquet Center in accordance with the St. Clair County Health Department and the State of Michigan Liquor Control Commission. The only exception to this rule is desserts and favors, which must be approved by the Holly Meadows Banquet Center Event Coordinator. The removal of food provided by Holly Meadows Banquet Center from the facility is illegal and is prohibited. Meals for guests with dietary restrictions are available upon request including Gluten Free, Dairy Free and Vegan. An exception will be made for any and all anaphylactic allergy guests - recommend guests bring their own food.

Initials: \_\_\_\_\_

# FACILITY POLICIES

## **ALCOHOLIC BEVERAGES:**

We are prohibited from supplying alcohol to individuals that appear to be intoxicated, are without proper identification and who are under the age of 21. No alcoholic shots or on the rocks are allowed. No outside alcohol is permitted in or around the venue. This includes coolers, flasks, etc. Any outside alcohol will be confiscated immediately and a warning will be given. If another attempt to consume outside beverages is observed, a \$500 fee will be assessed to the host of the event.

## **SETUP:**

On the date of your event, you and your vendors will have access to ceremony and reception space at 9:00 am, unless otherwise discussed with your event coordinator. Vendors are required to bring their own equipment, including table and chairs if needed. Holly Meadows Banquet Center is not responsible for any vendor or host belongings if they are stolen or damaged.

ONCE THE 14 DAY MEETING WITH THE EVENT MANAGER HAS TAKEN PLACE THERE WILL BE NO CHANGES ON SET UP/LAYOUT.

## **BRIDAL SUITE:**

The bridal suite is free of charge when you book a wedding. However, the following rules apply: No outside food or drinks are allowed. If you wish to have lunch or snack from our restaurant you can run a tab, but it must be paid before the event starts. Access to the room starts at 9am and must have everything out within one hour of the event's end.

## **DECORATIONS:**

All decorations must be approved by the event manager. Decorating can be done by an event host or an approved outside company. Holly Meadows Banquet Center is not responsible for any decorations or the storing of any personal or rented items before, during or after the event. Glitter including and not limited to Balloons with glitter or confetti inserted, Confetti, Rice, Beads, Popcorn, Rocks, Sparklers and any items that may damage or destroy property are prohibited. There can be no tacks, nails, screws, command strips on walls or decor on the windows. All decorations must be removed one half hour after the scheduled conclusion of the event. There will be a \$200 fee for any day of set up changes.

## **GUARANTEE PROCEDURES:**

It is the responsibility of the patron to contact the event manager 14 days prior to the event to confirm the guaranteed number of guests, menu and other information. No reductions in the monetary value of the final invoice will be accepted less than 14 days prior to the event.

## **BACK-UP POWER:**

Holly Meadows Banquet Center has an on-site, full service generator available for back-up power in the case of a power outage.

Initials: \_\_\_\_\_



# HORS D'OEUVRES

## CHOOSE 1

\$6.00 per guest

## CHOOSE 2

\$12.00 per guest

## CHOOSE 3

\$16.00 per guest

## CHOOSE 4

\$20.00 per guest

### SPINACH & ARTICHOKE DIP

A creamy dip served with naan bread

### FRESH VEGETABLES & DIP

Seasonal vegetables served with homemade ranch

### DOMESTIC CHEESE & CRACKERS

### FRUIT

Assorted seasonal fruit

### MEATBALLS

Choice of swedish, sweet & sour or barbecue

### HAM AND SCALLION WHEELS

Ham, cream cheese, scallions and red peppers

### CHARCUTERIE PLATTER | (\$6/person)

Comes with select deli meats

### SPANAKOPITA

Spinach & feta wrapped in phyllo dough

### CAPRESE SKEWERS

Salami, mozzarella, basil, heirloom tomatoes



## UPGRADES

### JUMBO SHRIMP | (Market Price)

Baked with coconut or chilled with cocktail sauce

### CAJUN STEAK BITES | (Market Price)

This is a favorite at our restaurant Jr's on the Green

### ANGUS BEEF FILET | (Market Price)

on Parmesan crostini

Pricing is subject to 6% sales tax and 18% gratuity.

Initials: \_\_\_\_\_

# CEREMONY

200 Chair Maximum for outdoor ceremonies

All Ceremonies start at 5:00 pm (May-September)

October - April start time can be discussed with the Event Manager.

Have your ceremony under our Pergola looking out at the golf course for \$800

## INCLUDES

Rehearsal Coordination

Use of Private Bridal Suite on the Wedding Day

Use of Golf Carts for Photographer & Couple Ceremony

Chairs Setup & Cleanup of HMGC Items | Electrical Hookup | Unlimited Email Access with Event Manager



Pricing is subject to 6% sales tax and 18% service fee.

Initials: \_\_\_\_\_

# PLATED Dinner menu

for 200 people or less

## SATURDAY & 150 PERSON MINIMUM

\$70.00 Per Person

## FRIDAY & SUNDAY - 75 PERSON MINIMUM

\$66.00 Per Person

Plated Dinner Includes:

1 Entree choice (Vegetarian included)

1 Starch choice

1 Vegetable choice

1 Salad choice (Family Style)

Freshly Baked Bread

**Prices Includes:** 6 Hour Reception Room Rental, 5 Hour Bar With Well Drinks (Bar closes for the Dinner Hour) (Whiskey, Vodka, Schnapps, Rum, Scotch, Gin) House Wine, 2 Draft Beers, Plated Dinner, Full Length White Linen Tablecloths With White Linen Napkins, Cake Cutting (cake/desserts not included), Glassware, Chinaware, Silverware, Set Up/ Tear Down, Unlimited Email Communication with Event Manager

+ \$6.00 Per Person For Premium Bar Drinks

Includes: House Wine, 2 domestic draft beer, Jack Daniels, Makers Mark, Tito's, Aviation, Captain Morgan, Crown Royal, Crown Royal Apple, Bacardi, Disaronno Amaretto

+ \$2.50 Per Person for Bar Service During Dinner Hour

+ \$800 for an Additional Hour Added To Event (includes bar service)

## ENTREES

Garlic & Herb Roasted Chicken  
Chicken Marsala  
Carved Baked Ham  
Chicken Piccata  
Chicken Parmesan  
Flank Steak Marinated Bordelaise Sauce  
Roast Turkey

## PREMIUM ENTREES

Filet Surf & Turf with choice of Shrimp or Lobster  
(price based on market conditions)  
Smoked Brisket

## VEGETARIAN OPTION ENTREES

Stuffed Shells Pasta Primavera  
Cheese Ravioli  
Cheese Tortellini  
Vegetable Lasagna

## STARCH

Red Skin Potatoes  
Yukon Garlic Gold Mashed Potatoes  
Fettucine Alfredo  
Rice Pilaf

## VEGETABLES

Green Beans  
Buttered Corn  
California Mix (Broccoli, Carrots, Cauliflower)  
Glazed Carrots

## SALADS

Tossed Garden Salad  
Served With Italian & Ranch Dressing  
Caesar Salad

Tax & Service Charge Is Not Included In Price  
Pricing Is Subject To 6% Sales Tax & 18% Service Charge  
\$1200.00 Non-Refundable Deposit Due To Hold The Date

\*\*\*PRICES SUBJECT TO CHANGE BASED ON MARKET PRICE\*\*\*

Initials: \_\_\_\_\_



# BUFFET DINNER menu

## SATURDAY & 150 PERSON MINIMUM

One Entrée: \$65.00 Per Person

Two Entrée: \$75.00 Per Person

## FRIDAY & SUNDAY - 75 PERSON MINIMUM

One Entrée: \$61.00 Per Person

Two Entrée: \$70.00 Per Person

### 1 ENTREE

Includes:

- 1 Entree choice
- 1 Starch choice
- 1 Vegetable choice
- 1 Salad choice

### 2 ENTREES

Includes:

- 2 Entree choice
- 2 Starch choice
- 1 Vegetable choice
- 1 Salad choice

**Prices Includes:** 6 Hour Reception Room Rental, 5 Hour Bar With Well Drinks (Bar closes for the Dinner Hour) (Whiskey, Vodka, Schnapps, Rum, Scotch, Gin) House Wine, 2 Draft Beers, Buffet Dinner, Full Length White Linen Tablecloths With White Linen Napkins, Head Table Champagne Toast, Cake Cutting (cake/desserts not included), Set Up/ Tear Down

+ \$6.00 Per Person For Premium Bar Drinks

Includes: House Wine, 2 domestic draft beer, Jack Daniels, Makers Mark, Tito's, Aviation, Captain Morgan, Crown Royal, Crown Royal Apple, Bacardi, Disaronno Amaretto

+ \$2.50 Per Person for Bar Service During Dinner Hour

+ \$800 for an Additional Hour Added To Event (includes bar service)

### ENTREES

Garlic & Herb Roasted Chicken  
Lemon Pepper Chicken  
Swedish Meatballs  
Chicken Marsala  
Homemade Mostaccioli W/ Or Without Meat Sauce  
Kielbasa With Sauerkraut  
Carved Baked Ham  
Roast Turkey  
Meatless Or Meat Lasagna  
Tuscan Chicken  
Chicken Piccata  
Chicken Florentine  
Chicken Parmesean

### VEGETARIAN OPTION ENTREES

Stuffed Shells Pasta Primavera  
Cheese Ravioli  
Cheese Tortellini  
Vegetable Lasagna

### STARCH

Red Skin Potatoes  
Garlic Mashed Potatoes With Gravy  
Fettucine Alfredo  
Rice Pilaf  
Macaroni & Cheese

### VEGETABLES

Green Beans  
Buttered Corn  
California Mix (Broccoli, Carrots, Cauliflower)  
Glazed Carrots

### SALADS

Tossed Garden Salad  
Served With Italian & Ranch Dressing  
Caesar Salad

Also Includes Rolls, Butter, Soft Drink & Coffee

Tax & Service Charge Is Not Included In Price  
Pricing Is Subject To 6% Sales Tax & 18% Service Charge  
\$1200.00 Non-Refundable Deposit Due To Hold The Date

\*\*\*PRICES SUBJECT TO CHANGE BASED ON MARKET PRICE\*\*\*

Initials: \_\_\_\_\_



# EVENT CONTRACT

How did you hear about us: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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

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

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

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

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

Rooms included in Rental: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and agree to abide by all policies set by  
Holly Meadows Banquet Center in this package.

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

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

Holly Meadows Representative: \_\_\_\_\_



# CREDIT CARD AUTHORIZATION

Name on Card: \_\_\_\_\_

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

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

Mastercard      Visa      Amex      Discover

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

I authorize Holly Meadows to use the above credit card information to charge any excess amounts due to Holly Meadows. I understand that my card will be kept on file until my event is completed and a final walk through has been completed to ensure compatibility with our policies. Charges for additional add-ons made after the 10 day required meeting will be charged on the day of the event.

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

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

