



EVENT INFORMATION AND CONTRACT

A fully windowed dining room and lounge overlooks the century-old course and the Hillsborough River. Our private setting can accommodate up to 170 guests for a full dinner or buffet style function. A wrap-around deck encases the dining area for casual conversation and on-course photos are a must. Belvedere staff prides itself on exceptional service and quality that is tailored to your needs.

Belvedere Golf Club is pleased to provide the following amenities for your event:

- **White Table Linens and Napkins**
- **Guest Book Table and White Linen**
- **Gift Table dressed in White Linen and Skirting**
 - **Head Table Linen and Skirting**
 - **Cake Table and White Linen**
- **Tables, Linens, and Skirting for Buffets**
 - **Table Number Stands**
- **Table and Chair for Wedding Certification Signing**
 - **Chairs for Guests**
- **Podium, Cordless Microphone, Overhead Projector**
 - **Dance Floor**
- **Spacious and Ample Parking for Guests**

Terms and Conditions

To guarantee a well, organized event, we ask that you review the following catering policies. **It is the responsibility of the Event Coordinator to review thoroughly all details outlined in the contract. Please indicate recommended changes, sign, and return on time to ensure deadlines are adhered to.**

Catering Contract: A detailed catering contract will be developed between you and the Event Coordinator no later than one (1) month before your function. The contract will outline all items discussed, such as menus, prices, reception time, time of meal, floor plan for head table and dinner tables, locations of gift and cake tables, beverage requirements for the reception and meal, audio/visual, entertainment requirements for the dance, decorating details, and all other details as it pertains to the event. **A \$500.00 non-refundable deposit must be made to confirm your date.** This amount will be subtracted from the master bill.

Food and Beverages

Belvedere Golf Club is strictly the only licensee to prepare and serve all food consumed on the property with the only exception being specialty cakes. By health and safety standards, all food and beverages consumed on the property must be prepared and sold through our licensed facilities.

Plated Meal: One selection is required for all guests. We encourage the menu selection to be submitted at least one month before the function to ensure the availability of the products. Our menu choices are just a few of our most popular suggestions. Upon request, we can design a menu specifically tailored to your event and budget. All dietary substitutions are required no later than 1 week in advance; otherwise, we are unable to guarantee product availability.

Buffet Style: We require a minimum of 40 persons for buffet service. If your guarantee numbers (billing numbers) are less than forty (40) persons, the expected cost per person is then billed to the master bill to require the minimum; otherwise, a plated selection must be made.

***No leftover food can be taken out after the event; this is club policy for health safety reasons.**

Cakes: Unless prior arrangements have been made with our Food and Beverage Department, cakes are to be delivered on the day of the event. For a minimum fee of \$40.00, the Food and Beverage Department will cut and tray the cake that will then be passed by either the Bride/Groom or a family member.

Guaranteed Billing: During the initial planning stages, you will need to provide us with an estimate of the number expected. Confirmation and guaranteed numbers are required 1 week before the event. Billing is based on the guaranteed number or the number of meals served if greater than the guaranteed number.

Bar Service: In accordance with the Provincial Liquor Laws, guests are not permitted to bring in their liquor and/or permit the establishment from selling alcoholic beverages past 1:00 AM. By law, all guests must depart from the premises by 2:00 AM. All beverages must be purchased and consumed in bar and deck areas. If you require specialized brands for your event, a minimum of three (3) weeks is needed to ensure the availability of the product. With all private functions, minors must be accompanied by a legal guardian during the event. Belvedere Golf Club will provide 2 bartenders for your event. Please note that alcohol is strictly prohibited in our parking lot. We do not permit car bars at our events. Any violations of this rule will be handled by City Police and this could cause cancellation of your event.

Minimum bar sales of \$750.00 are required for all private events. If sales are less than \$750.00, a service charge of \$15.00 per hour per bartender will be charged to the master bill.

Host Bar: Individual or organization agrees to assume the total cost of all beverages consumed by all attended guests. The host bar is subject to 18% gratuity and HST.

Cash Bar: Attendees purchase their refreshments individually and gratuities are at the discretion of each guest.

Wine Service: To enhance any menu, we offer an extensive wine list. To ensure enough product for your event, we require a minimum of three (3) weeks advance notice. Wine menu available upon request.

All food and beverage prices quoted beyond six months of the function are subject to a charge of up to a maximum of 10% increase. All food and beverages are subject to 18% gratuity and HST

Room Rental

Your room rental will be as listed below.

Ceremony & Reception – \$800.00

Reception Only - \$500.00

Entandem Fee - \$100.00 (see below)

Rental fee includes: set up/ tear down, room and linen cleaning, overhead projector and screen, wireless microphone, etc. With all function room prices, room quotes will be honored.

Security, all wedding functions with a dance must have 2 security personnel from 9:00 PM to closing time 2:00 AM. The cost is \$25 per hour per security person. Belvedere will hire the security person on behalf of the wedding party and charges will be added to the bill.

Entandem: Society of Composers, Authors and Music Publishers of Canada and it is essentially a fee that is collected for Canadian music act from public performances. Events without dancing \$50.00 - with dancing **\$100.00.**

Décor: Decorations for the ceiling and walls can be put up the day before the event **depending on clubhouse availability.** Any other décor can be brought in and set up before the event depending on clubhouse availability. **Our dining area is fully functional until 2:00 PM. Our set up team and decorator can begin after 2:00 PM.**

Responsibilities

It is the responsibility of the organizer to communicate with their party (before or during the event) that guests are not allowed to consume alcoholic beverages in the parking lot area. Smoking is also restricted on the deck until after 10:00 PM as per Charlottetown by-laws.

Cancellations: Cancellations for functions must be received at least **2 weeks** before the event. Cancellations after this time may be subject to a charge up to 100% of the estimated price of the catering.

Damage/ Loss: All damages incurred by any guest within your group to the facility will strictly be the responsibility of the function organizer. **Belvedere Golf Club is not responsible for damage or loss to any personal property (purses, cameras, etc.) or equipment left at the premises; before, during, or after the function.**

Belvedere Golf Club is not responsible for items left on premises following any event.

Wedding gifts are the sole responsibility of the Bridal Party and must be removed from the premises upon closing of the reception. We recommend that the gifts and card box is removed before the dance. Removal of the gifts and card box is solely the responsibility of the organizer. All gifts (wedding/anniversary/birthday/retirement/showers/golf tournaments) must be removed from the premises at the closing of the event. This is the sole responsibility of the organizer and/or family member.

All decorations belonging to the function organizer must be removed from the premise **at close of the reception**. These would include centerpieces, cake knife, picture display, seating chart, guestbook, bride and groom goblets, flowers, and all decorations.

Belvedere Golf Club is not responsible for the safe keeping of these items.

Thank you for considering Belvedere Golf Club for your event.

Please sign this document and return to The Belvedere Golf Club. Located at 1 Greensview Drive, Charlottetown, PE C1A 6C3.

AGREEMENT SIGNATURES

Date Of Event: _____

Deposit Amount: _____ **Form of Payment:** _____

Client Signature: _____

Event Manager: _____

Date: _____

Credit Card: _____

Expiry Date: _____

If you require information, please do not hesitate to contact the Food and Beverage Department

Contact: Lisa Thibeau, Events/Food and Beverage Manager

Phone: 902-566-5542 or via email bgcfb@bellaliant.com

Contact: Jeff Affleck, Operations Manager

Phone: 902-566-5542 or via email bgcgm@bellaliant.com