



EVENT INFORMATION AND CONTRACT 2023

A fully windowed dining room and lounge overlooks the century old course and the Hillsborough River. Our private setting can accommodate up to 140 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 in a timely manner 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 prior to 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 \$700.00 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. In accordance with 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 be submitted at least one month prior to the function to ensure 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 75 persons for buffet service. If your guaranteed numbers (billing numbers) are less than seventy five (75) persons, the expected cost per person is then billed to the master bill to require the minimum; otherwise, a plated selection must be made.

Minimum Food Sales of \$2250.00 are required for all events.

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

Cakes: Unless prior arrangements have been made with our Food and Beverage Department, cakes are to be delivered 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 2 weeks prior to 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 own 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 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 cannot have 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. Host bar is subject to 18% gratuity and HST.

Cash Bar: Attendees purchase their own 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 three (3) weeks advance notice.

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

Room Rental

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Your room rental will be as listed below.

Ceremony & Reception – \$1400.00

Reception Only - \$1000.00

Entandem Fee - \$100.00 (see below)

Overhead Projector/Screen - \$50.00

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

Security, all wedding functions with a dance must have 2 security personnel from 9:00PM to closing time 2:00AM. The cost is \$25 per hour per security person. Belvedere will hire the security personal 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 prior to 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 beginning of event) that guests are not allowed to drink in the parking lot area or smoke on the deck until after 10pm as per Charlottetown by-laws.

Cancellations: Cancellations for functions must be received at least **2 weeks** prior to 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; prior to, 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 prior to 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

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: Danielle Lamphier Food & 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