

# TIMBERLODGE

## BANQUET FACILITY

### GENERAL ARRANGEMENTS

- ▷ MAY-OCTOBER, THE FOLLOWING FOOD & BEVERAGE MINIMUM-SPENDING AMOUNTS APPLY: SATURDAYS REQUIRE \$10,000, FRIDAYS REQUIRE \$8,000, AND SUNDAYS REQUIRE \$6,000 (EXCLUDES SUNDAYS BEFORE HOLIDAYS).
- ▷ NOVEMBER-APRIL, THE FOLLOWING FOOD & BEVERAGE MINIMUM-SPENDING AMOUNTS APPLY: SATURDAYS REQUIRE \$7,000, FRIDAYS & SUNDAYS REQUIRE \$6,000.

### FOOD & BEVERAGE

- ▷ ALL FOOD & BEVERAGE CHARGES ARE SUBJECT TO A 20% ADMINISTRATION FEE.
- ▷ ALL FOOD, BEVERAGE, ADMINISTRATION FEES, & SERVICE CHARGES ARE SUBJECT TO AN 8.75% NYS SALES TAX.
- ▷ TASTINGS ARE NOT OFFERED OR GUARANTEED.
- ▷ A FINAL COUNT OF TOTAL NUMBER OF GUESTS & FINAL MENU SELECTIONS ARE DUE NO LATER THAN 14 WORKING DAYS PRIOR TO DATE OF EVENT.

### DEPOSIT & PAYMENT POLICIES

- ▷ THERE IS A \$1,000 NON-REFUNDABLE DEPOSIT REQUIRED TO SECURE THE DATE.
- ▷ THERE IS A PAYMENT REQUIRED AT 6 MONTHS PRIOR TO THE DATE OF THE EVENT: 25% FOOD & BEVERAGE MINIMUM + 100% OF CONTRACTED FACILITY FEE.
- ▷ FINAL PAYMENT IS DUE NO LATER THAN 10 WORKING DAYS PRIOR TO THE DATE OF THE EVENT.
- ▷ THE DEPOSIT IS THE ONLY PAYMENT WHICH MAY BE PAID BY CREDIT CARD (MASTERCARD, DISCOVER, OR VISA- AMERICAN EXPRESS NOT ACCEPTED). ALL OTHER PAYMENTS MAY BE PAID WITH A MONEY ORDER, BANK CHECK, PERSONAL CHECK, OR CASH.
- ▷ PLEASE MAKE ALL CHECKS PAYABLE TO "ARROWHEAD GOLF CLUB".

### ◀☞ CEREMONY FEE ☞▶

\$500

- ▷ INCLUDES GORGEOUS WEDDING CEREMONY LOCATION ON PREMISES
- ▷ INCLUDES UP TO 150 WOODEN FOLDING CHAIRS
- ▷ INCLUDES USE OF THE PREMISES FOR A COMPLIMENTARY CEREMONY REHEARSAL HELD THE WEEK OF THE WEDDING; WILL BE APPOINTED AT CLUB'S DISCRETION NO SOONER THAN 3 MONTHS PRIOR TO THE EVENT DATE

### ◀☞ FACILITY FEE ☞▶

|   |         |
|---|---------|
| APRIL                                     |         |
| FRIDAY & SUNDAY .....                     | \$1,000 |
| SATURDAY .....                            | \$1,500 |
| MAY - OCTOBER                             |         |
| FRIDAY & SUNDAY .....                     | \$2,000 |
| SATURDAY (& SUNDAY BEFORE HOLIDAYS) ..... | \$3,000 |
| NOVEMBER - DECEMBER                       |         |
| FRIDAY & SUNDAY .....                     | \$1,000 |
| SATURDAY .....                            | \$1,500 |

Thank you for your consideration of our venue

THE ENTIRE WEDDING TEAM AT THE TIMBERLODGE WOULD BE HONORED TO HELP YOU HOST YOUR SPECIAL DAY!

# FINISHING TOUCHES

Every wedding at the Timberlodge comes with the following convenient amenities at no additional charge <sup>m</sup> ↘

- ▷ USE OF THE MAIN DINING ROOM & BOTH COVERED & CANVAS-SIDED PATIOS
- ▷ OUTDOOR HEATERS (WHEN REQUIRED BY WEATHER)
- ▷ USE OF OUTDOOR FIRE PIT, TIKI TORCHES, & CAFÉ STRING LIGHTS (WEATHER PERMITTING)
- ▷ SETUP & USE OF MOVABLE DANCE FLOOR
- ▷ USE OF TIMBERLODGE GLASS CYLINDER VASES, BLACK TABLE LANTERNS (HOST'S CANDLES MUST BE IN A GLASS JAR), ROUND TABLE MIRRORS, ROUND TABLE LOGS, TABLE NUMBERS, & ETC.
- ▷ PLACEMENT OF HOST'S TABLE CENTERPIECES (PLACEMENT ONLY- NO ASSEMBLY), FAVORS, CARD BOX, ESCORT CARDS (MUST BE ALPHABETIZED), & GUESTBOOK (ALL OTHER DÉCOR IS HOST'S RESPONSIBILITY)
- ▷ LINEN TABLECLOTHS (WHITE OR IVORY) & NAPKINS (VARIETY OF COLORS)
- ▷ ELEGANT HAND PASSING OF HORS D'OEUVRES
- ▷ COMPLIMENTARY CHAMPAGNE TOAST FOR WEDDING PARTY HEAD TABLE
- ▷ COMPLIMENTARY COFFEE & TEA STATION FROM END OF DINNER TO END OF EVENT
- ▷ SLICING & PLATING OF SPECIAL OCCASION CAKE (SET OUT ON CAKE STATION)
- ▷ AUTHORIZED USE OF THE PREMISES FOR PHOTOGRAPHY & VIDEOGRAPHY (DAY OF EVENT)
- ▷ THE SERVICE OF AN EXPERIENCED & ACCOMMODATING WEDDING TEAM TO HELP YOU HOST YOUR BEAUTIFUL EVENT AT THE TIMBERLODGE & TO ENSURE THAT EVERY DETAIL OF YOUR SPECIAL DAY RUNS SMOOTHLY

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