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## **Facility and Catering Services 2018**

Group Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
No. of Attendees: \_\_\_\_\_

**Note: If catering services are being booked with a golf tournament, no deposit is required. If catering services **without golf** are being booked the following deposit amount will be required with this signed contract. **Facility rental costs without a booked golf tournament will also be charged, as per the Facility Only Rates.** Please check off your choice:**

- |                                |          |       |
|--------------------------------|----------|-------|
| - Catered lunch with no golf   | \$150.00 | _____ |
| - Catered dinner with no golf  | \$200.00 | _____ |
| - Catered meal with tournament | N/A      | _____ |

Your event is confirmed once we receive a signed copy of this confirmation and the appropriate deposit.

The deposit will be returned or credited to the final invoice when settled, which is expected to be the day of the event, or when the balance of the account is settled.

Initial \_\_\_\_\_

### 2018 Meal Packages:

**Catered Dinner Options:**

Please check meal choice

8 oz. Beef Burger or Grilled Chicken Breast on a Bun, Toppings Salad	\$14.95	_____
Lasagna, Salad (Garden or Caesar) and Garlic Toast	\$16.95	_____
8 oz. Sirloin Steak, Baked Potato, Vegetables, Garden Salad, Garlic Loaf	\$22.95	_____
Full rack of slow roasted Pork Ribs, BBQ Sauce, Baked potato, Vegetables, Garden Salad, Garlic Loaf	\$24.95	_____
2 Pie Shaped Slices Pizza* & Salad (Garden or Caesar)	\$14.95	_____

**Catered Lunch Options:**

Please check meal choice

Soup and Sandwich or Wrap Combo (choice of one - Ham & Cheese, Egg, Tuna, Salmon, Chicken salad, Roast beef & Cheddar, or Turkey	\$13.95	_____
8 oz. Beef Burger or Grilled Chicken Breast on a Bun, Toppings Salad (Garden or Caesar)	\$14.95	_____
Garden or Caesar Salad with Grilled Chicken, Garlic Loaf	\$13.95	_____
Half rack of slow roasted Pork Ribs, BBQ Sauce, Baked potato, Vegetables, Garden Salad, Garlic Loaf	\$19.95	_____
2 Pie Shaped Slices Pizza* & Salad (Garden or Caesar)	\$14.95	_____

**\*Pizza** – choice of Pepperoni, Mediterranean, Vegetarian, Bacon Cheese Burger, or Meat Lovers

**All meals are serviced with chef's choice of dessert. Coffee and tea are included.**

**Final numbers of meals must be confirmed seven (7) days in advance of event. Minimum number is 12.**

Initial \_\_\_\_\_

**Additional Refreshment Services Available (Check off for this service):**

30 cup urn of coffee (all services included)	\$25.00	_____
100 cup urn of coffee (all services included)	\$60.00	_____
24 Pack of Pop	\$18.00	_____
24 Pack of Water	\$18.00	_____

**Note: A 15% gratuity charge will be applied to the bill of all catered meals, plus GST.**

**Cancellation Policy:** We require a minimum of seven (7) days notice for all catered bookings. If the booking is cancelled after these timelines then the deposit will be kept as compensation.

**Please Note: If cancellation of an accompanying golf tournament is due to inclement weather, catered meals are expected to go ahead, despite the weather.**

## **Alcohol & Beverage Services**

Top of the Hill Golf & Event Center is a fully licensed facility. Top of the Hill Golf & Event Center strictly follows the regulations set by the Alberta Gaming & liquor Commission and all alcoholic beverages must be purchased through the Top of the Hill Golf & Event Center clubhouse, event facilities or special days beverage cart. **It is not permitted to bring liquor onto Top of the Hill Golf and Event Center property.** Under no circumstances will discounts be offered on alcohol.

All of our clubhouse staff are qualified through PRO-SERVE and will monitor and have the right to refuse service to any persons deemed intoxicated. If needed, we will arrange for a cab or another form of transportation.

For Events and tournaments we will work with the organizer to arrange an alcohol service that works best for them. We will have a variety of beer, coolers and liquors to choose. Please inform us of any special drinks you may want so we can have adequate time to purchase it for you.

### **Event/Tournament Bar Options**

1. Host Bar – The organizer assumes all beverage charges. In addition to the posted beverage charges a 15% gratuity will be added to the final charges. A fully certified PRO SERVE staff member from Top of the Hill will oversee all services.

- 2. Cash Bar – Guests purchase beverages individually. Drink tickets can be made available as well.
- 3. Wine Corkage – There is a \$10.00/bottle opened charged if guest organizers has made arrangement with Top of the Hill to purchase their own wine from an approved AGLC supplier.

Please specify here which bar option you would to use if applicable. As well, any special drinks you would like Top of the Hill Golf & Event Center to have available for your event/tournament.

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**Organizer Confirmation:**

I have read the information in this confirmation package and agree to its conditions and responsibilities.

Signed \_\_\_\_\_

Signature Printed \_\_\_\_\_

Date \_\_\_\_\_