



9555 Wedgewood Drive Woodbury, MN 55125  
 weddings&events@prestwick.com  
 651-295-3165

**CLUB RULES AND REGULATIONS**

Prestwick Golf Club is a facility that is unique in its setting and ambience. To assure mutual enjoyment of the club's facilities by all our guests, we have established Prestwick Golf Club Policies which are attached to this document. Prestwick Golf Club reserves the right to reassign banquet rooms based upon the final guaranteed numbers, to a room suitable of accommodating the group and their requirements.

**RATES, DEPOSITS & PAYMENTS**

A non-refundable deposit of \$1,000.00 is required to secure your date and space. Deposits are non-refundable if for any reason you should need to cancel your function. Otherwise, the deposit is applied towards the balance.

\*Please note that room capacities do not take into consideration: dance floor, head table, cake table, punch table, etc.\*

Room	Capacity	Season	Rental Rates
Grand Ballroom + Terrace + Outdoor Ceremony Space	250 seated	May – October	\$2,250 (Friday) \$2,500 (Saturday)
Grand Ballroom	250 Seated	November – April	\$1,800 (Friday) \$2,000 (Saturday)

Payment Structure for Weddings is as follows:

60 days prior to event	30% of your anticipated total
30 days prior to event	30% of anticipated total
1 week prior to event	Remaining balance

\*A credit card must be provided and be on file prior to event for any incidentals\*

**SERVICE CHARGE AND TAX**

All food and beverage charges are subject to a 22% service charge plus sales tax as follows: 7.375% on food, non-alcoholic beverages and service charges; 9.875% on liquor, beer and wine. Prestwick retains the service charge for food and beverages. The service charge is not a gratuity, and it is not shared with the employees. The service charge is the property of Prestwick Golf Club and is used in part to increase the wages of our employees.

**OUTDOOR CEREMONY SITE**

Prestwick Golf Club has an outdoor ceremony space that is just right on the first tee box. 250 Capacity. Clients are responsible to provide rental chairs or tent covering space; weather permitting.

**DAMAGE TO PROPERTY**

Prestwick Golf Club reserves the right to assess and bill for any damages as a result of your special event. Upon signing this contract, client agrees to these terms and will be responsible to cover any such incurred damages. Prestwick reserves the right to bill clients a minimum of \$250.00 in case of excessive cleaning post-event in addition to any damage charges.

**GUARANTEES**

The final guaranteed attendance for all events must be given seven (7) business days prior to your event. At this time final payment is to be made. If a final guarantee is not given by this date, Prestwick Golf Club will set and charge the number that was given at the time of the original contract. Once the number is received by the Catering Director, the number is considered a guarantee and is not subject to reduction. We will be prepared to serve 5% over the guaranteed number. Any increase to the guarantee will be subject to a charge of price and a half of each entrée.



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#### **FOOD & BEVERAGE MINIMUMS**

The minimum food and beverage requirement for a Friday evening reception is \$5,000.00 before tax. Saturday evening receptions have a food minimum of \$7,500.00 before tax.

#### **MENU SELECTION**

In order to ensure the availability of your menu items, your menu selections must be submitted to our catering director fourteen (14) days prior to your scheduled event. If choosing a plated and served menu, you may pre-select up to 2 entrée selections plus a vegetarian option for a total of 3 entrees. All entrees will have the same, appropriately chosen sides. Client must provide clear entrée designation cards to their guests for Prestwick Golf Club's staff to recognize. Custom menus can be designed by our talented culinary team.

#### **MENU PRICES**

Due to varying market conditions, prices on the catering and beverage menus are subject to change without notice. Prices will be guaranteed on all signed Banquet Event Orders (BEO's) within sixty (60) days of the scheduled event. Menu prices do not include tax, service charge, or room rental. Prestwick Golf Club shall reserve the right to substitute product based on quality and availability.

#### **FOOD REGULATIONS**

All food and beverage must be supplied, prepared and served by Prestwick Golf Club. The only exception to this policy is a cake, provided from an outside, licensed bakery. Homemade cakes are not allowed. Due to the State of Minnesota Health Department regulations, food and beverage not consumed on property may not be removed from Prestwick Golf Club. Neither the client nor guests may remove any food or beverages from the Prestwick Golf Club property.

#### **ALCOHOL & BEVERAGE SERVICES**

All alcoholic beverages must be provided and served by the employees of Prestwick Golf Club. The legal drinking age in the state of Minnesota is 21 for all alcoholic beverages. No outside alcoholic beverages are permitted on Prestwick Golf Club property, including banquet and parking areas. No alcoholic beverages are permitted to leave the facility. If guest/client bring unauthorized alcoholic beverages in or onto Prestwick Golf Club premises the client hosting the event will be responsible for the cost of said beverages at the price Prestwick Golf Club determines their value. We reserve the right of our trained staff to assess the level of alcoholic consumption and act accordingly, even if this results in less alcohol being offered than in the original contract. We also reserve the right to confiscate unapproved outside liquor brought onto the premises not permitted by law. All host and cash bars must meet a minimum of \$300 in sales per bartender, per function, or the client will be billed a \$75.00 bartender fee.

#### **BANQUET EVENT ORDERS (BEO's)**

All Clients are required to approve and sign a Banquet Event Order form detailing event logistics such as times for guest arrival, beverage and meal service, entertainment, outside vendors, etc. This ensures that all event details have been reviewed and approved by the Client and Prestwick Golf Club. The Banquet Event Order must be returned and signed, seven (7) days prior to the event at this time final payment for event will be made. Floor plans and logistics must be finalized at the time that the Banquet Event Order is completed. Prestwick Golf Club reserves the right to control all sound and lighting on the premises.

#### **CANCELLATION POLICY**

Cancellation notice must be provided in writing. Except as otherwise provided in the Contract, neither the client nor the venue shall have the right to cancel their obligations as provided in the Contract. The Contract is subject to termination without liability, however, under the following conditions: "Prestwick Golf Club's performance under the Contract is subject to an act of God, war, government regulation, terrorism, disaster or civil disorder, making it inadvisable, illegal or which materially affects Prestwick Golf Club's ability to perform its obligations under the Contract. Either party may terminate the contract for any one or more such reason upon written notice to the other party within three (3) days of such occurrence or receipt of notice of any of the above occurrences.



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### **EVENT DÉCOR**

Clients are responsible for the distribution, set-up and collection of all materials and decorations provided by the Client. All decorations need to be pre-approved by the catering department. All candles must be enclosed. Taper candles or non-contained candles are not allowed. No tape, nails, pins, tacks, gum, or the like may be directly applied to or onto the inside or outside walls, ceilings, windows, or door frames/beams.

No items may be left overnight and decorations must be removed by the client or client's vendors at the conclusion of the event. Prestwick Golf Club will assume no financial responsibility for any damages or theft of equipment, decorations, or personal properties. No sand, birdseed, glitter, confetti, or rice may be used inside or outside of the property. Failure to comply with this policy will result in a minimum clean-up fee of \$250.00.

### **ENTERTAINMENT & VENDORS**

No entertainment may be scheduled to perform later than 12:00 AM on Friday and Saturday evenings or 11:00 PM during the weekday and Sunday's. It is the Client's responsibility to communicate this information to all of their vendors. Client further agrees to reimburse Prestwick Golf Club for personnel costs and other expenses incurred as a result of Client's failure to comply. Our catering representative must be notified at least one month prior to your event of all outside vendors providing services at your event. Load-ins need to be coordinated with our catering director. Vendor referrals will be given upon request.

### **BRIDE & GROOMS SUITES**

#### 1. The Jeanne Room Brides Suite

Clients can access the Jeanne room starting at 8:00 am the morning of the event. You must purchase all food and beverage from Prestwick Events or The 'Wick Pub & Grill, no outside food or drinks are allowed. Once the Ceremony starts, the Jeanne room will be locked for the rest of the evening. If anything is damaged or stolen, Prestwick Golf Club will bill the client for the items.

#### 2. The Jason Room Grooms Suite

Clients can access the Jason room starting at 8:00 am the morning of the event. You must purchase all food and beverage from Prestwick Events or The 'Wick Pub & Grill, no outside food or drinks are allowed. Once the ceremony starts, the Jason room will be locked for the rest of the evening. If anything is damaged or stolen, Prestwick Golf Club will bill the client for the items. In this room is a golf simulator which is available for the groom's men to use however if damaged will be the sole responsibility of the client hosting event to replace anything damaged.

### **PHOTOGRAPHY**

Photos consisting of friends and groups may be accommodated based on the time of day and time of year. Only specific locations will be permitted.

### **SMOKING POLICY**

Prestwick Golf Club is a non-smoking facility in compliance with the Minnesota Indoor Clean Air Act. Smoking is allowed outside of the facility in designated areas.

### **GUN POLICY**

Prestwick Golf Club forbids any type of firearm on or within its property.

Thank you again for selecting Prestwick Golf Club. We look forward to serving you and your guests!

prestwickevents@prestwick.com

Director of Catering & Events at Prestwick Events

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