

Wedding Planning Guide



Founded 1962
Evergreen, Colorado

Hiwan Golf Club

30671 Clubhouse Lane

Evergreen, Colorado 80439

303-674-3366

2017

Planning Your Event with Hiwan

Thank you for considering Hiwan Golf Club to host your event. We are a full-service facility that provides experiences ranging from the formal, story book wedding, to the focused business conference, or the local team's award event. With our menu you can select the perfect food to fit your theme. We provide a wide range of cocktails, wine, beer, and non-alcoholic beverage. We are happy to source whatever beverage needs your event would require.

Throughout this packet you will find many options to meet the specific need of your event. Here are some of the considerations we will need to make in order plan the perfect event...

- *Date:* _____
- *Time Frame:* _____
- *Number of Guests:* _____
- *Room:* _____
- *Food Selection:*
 - *Style:* _____
 - *Menu:* _____
 - *Service Style:* _____
- *Beverage Selection:*
 - *Hosted:* _____
 - *Non-Hosted:* _____
 - *Specialty Desires:* _____
 - *Bar Arrangement:* _____
- *Additional Amenities:* _____
- *Room Layout:* _____
- *Table Linen Selection:* _____
- *Contracted Services:* _____

Our emphasis during the planning process is to help you customize your event to be everything you want. We pride our service on flexibility and ease. The remainder of this packet is dedicated to providing you a thorough layout of possibilities. If at any time you have questions, please feel free to contact the Catering Director or Clubhouse Manager for information or assistance.

Selecting Your Environment

<i>Number of Guests</i>	<i>Founders Room</i>	<i>Nest</i>	<i>Garden Room</i>	<i>Overlook Room</i>	<i>Hiwan Room</i>
<i>1 – 12</i>	√	√	√	√	√
<i>13 – 30</i>		√	√	√	√
<i>31 – 40</i>			√	√	√
<i>41 – 50</i>				√	√
<i>50 - 180</i>					√

Cost Guidelines

All events incur a 20% service charge and a 4.5% sales tax

Event periods are defined as “daytime” as 7:00 am to 3:00 pm and “evening” as 3:00 pm to 11:00 pm

	<i>Founders Room</i>	<i>Nest</i>	<i>Garden Room</i>	<i>Overlook Room</i>	<i>Hiwan Room</i>
<i>Tuesday-Thursday</i>					
<i>Daytime</i>	<i>150 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>
<i>Evening</i>	<i>250 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>
<i>Friday-Saturday</i>					
<i>Daytime</i>	<i>150 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>
<i>Evening</i>	<i>250 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>
<i>Sunday</i>					
<i>Daytime</i>	<i>150 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>
<i>Evening</i>	<i>250 F&B minimum</i>	<i>200 Room Fee</i>	<i>250 Room Fee</i>	<i>350 Room Fee</i>	<i>600 Room Fee</i>

Included Amenities

- *Banquet and Dining Tables*
- *Glassware, Flatware, and China*
- *Gift and Accessory Tables*
- *Service Staff and Bartender*
- *Set Up and Clean Up*
- *Your Choice Table Linen and Napkins*
- *Buffet Chafers and Serving Utensils*
- *Table Skirting*
- *MP3 Music Capabilities*

Additional Amenities

- *Assembled Dance Floor* 300 Setup Fee
- *Coat Check Attendant* 75 Fee Per Attendant
- *Cruise Ship Ceiling Lighting* 750 Setup Fee
- *Audio Visual Components and Service* 100 Setup Fee
Must bring our own media and player

Ceremonies and Receptions

Hiwan Golf Club offers some of the most beautiful views of the Rocky Mountains so close to the Denver Metro Area. We can and regularly accommodate 180 guests outdoors, and when Mother Nature forces us inside space and availability dictate our accommodations. Your contracted florist and musician/band are responsible for their setup, props and breakdown at our facility. Hiwan Golf Club asks that rice, birdseed, silly string, or confetti are not tossed at the conclusion of the ceremony.

The ceremony fee of 500 includes:

- *Choice of inside or outside ceremony*
- *Room for the bridal party prior to the ceremony*
- *Amplified sound system with hand-held microphone*
- *Set-up and breakdown of seating for guests*
- *Elegant cake knife and server, with cutting*

Hors d' Oeuvres

Passed or Displayed

<i>Kalamata Olive, Roma Tomato, and Sweet Basil Bruschetta</i>	1.50
<i>Mini Crab Cakes with Cajun Remoulade</i>	3.00
<i>Mini Beef Wellingtons with Horseradish Cream Sauce</i>	3.00
<i>Golden Spinach and Feta Spanakopita</i>	2.50
<i>Franks En Croute</i>	2.00
<i>Bacon Wrapped Jumbo Shrimp</i>	3.50
<i>Petit Chicken and Chipotle Quesadilla</i>	2.50
<i>Smoked Salmon Mousse with English Cucumber, and Fried Capers</i>	2.50
<i>Blackened Scallop with Pineapple Salsa</i>	3.50
<i>Black Forest Ham and Gruyere Palmier with Whole Grain Dijon and Baby Spinach</i>	2.00
<i>Coconut Chicken with Peanut Dipping Sauce</i>	1.50
<i>Spicy Tuna Sushi Roll</i>	2.50
<i>Sesame Seared Ahi Tuna</i>	2.50
<i>Petit Potato Cups with Smoked Bacon, Aged Cheddar, Sour Cream, and Scallions</i>	1.00

Hors d' Oeuvres

Passed or Displayed

<i>Fresh Shucked Oysters on the ½ shell</i>	2.50
<i>Classic Shrimp Cocktail</i>	3.00
<i>Southwest Chicken or Beef Taquitos with Chipotle-Cilantro Sour Cream</i>	2.00
<i>Swedish Meatballs</i>	2.00

We require a minimum two dozen order of any of the above items

Displayed

<i>Imported and Domestic Cheese Tray with Assorted Crackers</i>	90.00
<i>Antipasti Display of grilled vegetables, cheeses, cured meats and olives</i>	125.00
<i>Assortment of Fresh Sliced Seasonal Fruit & Wild Berries</i>	75.00
<i>Sliced Smoked Salmon display with Minced Bermuda Onion, Cream Cheese, Capers, and Chopped Eggs, with Assorted Crackers</i>	125.00

Displayed Platters are Priced per Twenty Five People

Buffet Meals

Italian	30.00
<i>Tossed Caesar Salad and Italian Breads, Chicken Parmigiana, Penne Pasta Alfredo or Marinara Chef's vegetables</i>	
Carving Station (choice of 1 protein)	30.00
<i>Slow Roasted Pork Loin, Turkey Breast, or Grilled Flank Steak Baked Potato Bar</i>	
French Riviera	32.00
<i>Tomato Caprese drizzled in Balsamic Reduction, Olive Oil and Basil, Tossed Caesar Salad, Chicken Marsala, Salmon Florentine, Garlic Whipped Potatoes</i>	
Prime Rib Feast	45.00
<i>Fresh Greens tossed with Black Bean Salsa, Tomatoes, Avocado, and Chipotle Ranch, Poached Pear and Goat Cheese Salad, Chef Attended Carving Station with Prime Rib Au Jus and Slow Roasted Turkey and Gravy, Blackened Salmon Topped with Fresh Fruit Salsa, Wild Rice Blend, Chef's Blend of Vegetables</i>	
Tenderloin Feast	50.00
<i>Baby Spinach, Roasted Apples, Buttermilk Blue Cheese, Candied Pecans, Maple Dijon Vinaigrette Romaine Hearts, Fire Roasted Tomatoes, Shaved Parmesan, Kalamata Olives, Fresh Herb Vinaigrette Chilled Yellow Tomato Gazpacho, Chef Attended Carving Station with Slow Roasted Beef Tenderloin and Sauce Béarnaise, Grilled Salmon with Tropical Fruit Salsa, Cinnamon Scented Whipped Sweet Potatoes, Chef's Blend of Vegetables</i>	

*All Lunch and Dinner Buffets include Coffee, Hot Tea, Ice Tea, and Lemonade,
as well as Bread and Butter*

Plated Meals

Soup and Salad

<i>Signature Green Chili</i>	5.00
<i>Chicken and Corn Chowder with Smoked Bacon</i>	5.00
<i>Black Bean Chili (Red)</i>	5.00
<i>Caesar Salad with Herb Croutons, Grated Parmigiano, and Roasted Tomato</i>	5.00
<i>Northwest Salad with Gorgonzola Dolce, Honey Roasted Pecans, Red Delicious Apple, Mixed Field Greens, and Maple-Cinnamon Vinaigrette</i>	5.00
<i>Mixed Field Green Salad with Shredded Carrot, Roma Tomato, Onion, Cucumber, and Herb Croutons</i>	5.00
<i>Wedge Salad with Tomato, Crumbled Blue Cheese, Bacon and Blue Cheese Dressing</i>	5.00

Plated Meals

Maximum of 2 Choices

Seafood

<i>Seasonal Fish</i>	<i>Market Price</i>
<i>Topped with Lemon Cream Sauce, Chef's Blend of Vegetables and Jasmine Rice</i>	
<i>Pan Roasted Salmon</i>	35.00
<i>Topped with Lump Crab and Béarnaise Sauce, Fresh Asparagus, Chef's Blend of Rice and Grains</i>	

Beef

<i>Grilled Filet Mignon</i>	40.00
<i>Roasted Asparagus, and Scalloped Potatoes</i>	
<i>Grilled New York Strip Steak</i>	40.00
<i>With Roasted Garlic Mashed Potatoes, Steamed Broccoli</i>	

Poultry

<i>Grilled Chicken Breast</i>	26.00
<i>Layered with Prosciutto, Mozzarella and Spinach, Whipped Potatoes, Chef's Fresh Vegetables</i>	
<i>½ Roasted Chicken</i>	28.00
<i>Served with Angel Hair Pasta, Roasted Olives, Tomatoes and Asparagus in a Rich Balsamic Chicken Broth</i>	

*All Entrées include Coffee, Hot Tea, Ice Tea, and Lemonade,
as well as Bread and Butter*

Desserts

<i>Blueberry Cobbler</i>	5.00
<i>Blueberry Topped with Crunchy Crust</i>	
<i>Apple Crisp a la Mode</i>	5.00
<i>(Can be Made with Almost any Fruit) Fruit Compote Topped with Streusel, Baked Individually, Served Warm</i>	
<i>Chocolate Ganache Cake</i>	5.00
<i>Chocolate Cake Layered with Chocolate Mousse encased in Chocolate Glaze</i>	
<i>White Chocolate Mousse and Strawberry Torte</i>	5.00
<i>Vanilla Cake Layered with White Chocolate Mousse and Strawberries</i>	
<i>Crème Brulee</i>	5.00
<i>Classic Baked Custard Finished with Caramelized Sugar and Wild Berries</i>	
<i>Chocolate Flourless Cake</i>	5.00
<i>Individually Baked, Served Warm and Very Decadent</i>	

Displayed

<i>Ghirardelli Double Chocolate Brownies and House-Made Cookies</i>	50.00
<i>Creative Fresh Fruit Display with Yogurt and Whipped Cream</i>	50.00
<i>Chef's Assorted Miniature selections</i>	75.00
<i>Creative display of hand-made confections</i>	

Platters are Priced for Twenty Five People

Beverage

Which should I do? Cash bar or hosted?

We have designed our beverage section to fit the needs of our guests. Hosted beverages are charged based on what your guests actually drink, rather than a flat hourly rate. Our bartenders track what your guests order and we add those items, and only those items, to your final bill. As well, you are able to customize which items you host. If you are interested in having items other than the ones we have listed below, feel free to let us know so we can provide you the perfect beverage for your event. Please note that hosted bar prices do not include tax and service charge. A 20% service charge and a 4.5% tax will be added to the final total.

If you choose not to host beverages at your event, we have established cash prices your guests can pay which include the tax and service charge in the price listed below.

Liquor

Well

Czarkoff Vodka

Czarkoff Gin

Evan Williams Whiskey

Ron Rico Rum

Cluny Scotch

Sauza Blue Tequila

Call

Finlandia Vodka

Bombay Gin

Jack Daniels Bourbon

Dewars White Label Scotch

Bacardi Silver Rum

Herradura Blanco Tequila

Cash Bar \$7.00/ Drink Hosted \$6.00/ Drink Cash Bar \$8.00/ Drink Hosted \$7.00/ Drink

Premium

Tito's Vodka/ Kettle One Vodka

Tanqueray Gin

Crown Royal Blended Whiskey

Maker's Mark Bourbon

Johnny Walker Red Scotch

Mt. Gay Rum

Herradura Reposado Tequila

Ultra-Premium

Grey Goose Vodka/ Belvedere Vodka

Hendrick's Gin/ Bombay Sapphire Gin

Red Breast 12 year Irish Whiskey

Woodford Reserve Bourbon

Johnny Walker Black Scotch

Ron Zacapa Rum

Cazadores Tequila

Cash Bar \$9.00/ Drink Hosted \$8.00/ Drink Cash Bar \$10.00/ Drink Hosted \$9.00/ Drink

Wine

House

Woodbridge by Robert Mondavi

Cabernet Sauvignon, Merlot,

Chardonnay, Sauvignon Blanc, Pinot Gris

Cash Bar \$7.00/ Glass, Hosted \$24.00/Bottle

Frexinet Brut Champagne

Cash Bar \$7.00/ Glass Hosted \$30.00/ Bottle

Premium

Guenoc Cabernet Sauvignon

Dry Creek Merlot

Don & Sons Pinot Noir

Piatelli Malbec

La Crema Chardonnay

Kim Crawford Sauvignon Blanc

Luna Nuda Pinot Gris

Cash Bar \$10/ Glass Hosted \$40.00/ Bottle

Champagne Toast

Frexinet Brut

Hosted \$30.00/ Bottle

(Approximately 10 glasses per bottle)

Beer

Domestic

Coors, Coors Light, Budweiser, Bud Light, Miller

Lite,

Michelob Ultra

Cash Bar \$5.00/ Bottle Hosted \$4.50/ Bottle

Keg \$175

Micro Brew/ Import

Becks, Becks Non-alcoholic, Heineken, Heineken

Light, Corona, Amstel Light, Stella Artois,

Guinness, Fat Tire, Sierra Nevada, New Castle,

Blue Moon, Samuel Adams, Lucky U

Cash Bar \$6.00/ Bottle Hosted \$4.50/ Bottle

Keg \$225

Non-Alcoholic

Coca-Cola Products (Free refills)

Cash Bar \$2.00/ Drink Hosted \$1.75/ Person

Whole Milk & Rejuv Assorted Juice

Cash Bar \$3.00/ Drink Hosted \$2.50/ Drink

All food and beverages must be provided by Hiwan Golf Club. Colorado liquor laws require that the club sell and serve only beer, wine and liquor purchased by the club from a licensed distributor. This includes any alcoholic beverages brought in during setup and teardown times or in the wedding party preparation rooms. Members and guests will not be allowed to bring their own alcoholic beverages onto club premises for consumption. Any persons caught doing so may be asked to leave by club management.

Menu Selections and Pricing Guide

	<u>Cost</u>	<u>Guests</u>	<u>Total</u>
<u>Fixed Costs</u>			
Room Fee	_____	_____	_____
Ceremony Fee	_____	_____	_____
Additional Amenities	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Variable Costs</u>			
<u>Food Selection</u>			
Hors d' Oeuvres	_____	_____	_____
Salad	_____	_____	_____
Entree	_____	_____	_____
Dessert	_____	_____	_____
<u>Beverage Selection</u>			
Non-Alcoholic	_____	_____	_____
Beer	_____	_____	_____
Wine	_____	_____	_____
Liquor	_____	_____	_____

<u>Additional/ Contracted</u>			
<u>Service</u>			
_____	_____	_____	_____
_____	_____	_____	_____

Tax 4.5% _____

Service Charge 20% _____

TOTAL _____

Event Policy

Liability

Guest shall indemnify and hold the Club, it's officers, directors, coworkers and agents harmless from and against all expenses, liabilities and claims of any kind by or on behalf of any person or entity arising out of either (1) failure by the Guest to perform any of the terms or conditions of the contract, or (2) any injury or damage happening on or about the premises involving Guest or their guests including attorney fees incurred by the Club in defense of such claims.

Dress Code and Decorations

The Guest is responsible for the proper attire of all persons in attendance. Appropriate attire means clean, presentable clothing in good condition and not offensive to others. All men's shirts must have collars. Guests attending the event must remain in the reserved room. The rest of the Clubhouse is reserved for Hiwan members. Guest is welcome to setup Club approved decorations for the Event in the Club. Fastening materials to any walls, columns, railings, doors, ceilings, floors or furniture using screws, nails, tape, glue or any material which may cause permanent damage is prohibited without approval from the Club. Guest will be billed to repair any damage caused by their decorations.

Deposits, Contract, Payment Schedule and Cancellations

A non-refundable and non-transferable deposit is required to hold the date for your event. This deposit will be applied to your Master Account. A contract is also required to secure you event space. Final Payment is due within 7 days of receiving the final invoice. Late payments will be subject to a 1.5% charge per month.

Cancellation of this event within 60 days will result in a 50% cancellation fee of the final bill. Cancellation of this event within 30 days will result in a 75% cancellation fee of the final bill. Cancellation of this event within 72 hours of the event date will result in a 100% cancellation fee of the final bill.

Smoking Policy

Smoking is not allowed in any banquet facility or anywhere in the clubhouse.

Alcohol Policy

Alcoholic beverages may not be served or consumed by anyone actually or apparently under the age of 21. All guests must have their driver's license or state issued i.d. card on their person to consume any alcohol.

Alcoholic beverages will not be served to anyone who in the opinion of the club appears inebriated or has been drinking heavily. Non-host bars will take cash or credit cards only and personal checks will not be accepted.

Alcoholic Beverages will be limited to the specified time of service and no shots will be poured.

Guarantee Count and Specified Time of Service

A final count of the number of guests must be received 14 days prior to the event date. Increases to the final guest count may be made up to 72 hours before the event. The club will provide up to a 5% increase of the guaranteed count off of the same menu. Any additional guests above 5% will be accommodated with a dish equitable to the planned menu. \$200 is charged for each additional hour above the specified time of service at the request of the Guest, and only allowed with the approval of club management and the Guest. The Guest will be billed for the guaranteed count, or the actual count of guests, whichever is greater.

Outside Food and Beverage and Equipment

Excluding specialty cakes, no food or beverage items may be brought into or removed from the club. Hiwan does not allow smoke machines, and any and all equipment must be declared and approved by the club prior 72 hours prior to the event. Any and all audio visual components to the event (presentations, etc.) must be declared and coordinated with the club 72 hours prior to the event. If the Guest requires the services of outside vendors for any activity, Guest will be responsible for contracting separately for such services and will be responsible for all deposits and cancellation requirements. Further, any such outside vendors must furnish written proof of insurance equal to or greater than one million dollars each occurrence for all bodily injury, property damage and combined, naming Hiwan Golf Club, its officers, directors, coworkers and agents as additional insureds under the general liability policy.

Directions



From I-70: Take I-70 and exit at Evergreen Parkway. Take Evergreen Parkway to Brookline Road and turn left. Follow Brookline Road and keep slight right until it turns into Hiwan Drive. Take Hiwan Drive and turn right until it turns into Clubhouse Lane. Stay on Clubhouse Lane until you enter Hiwan Golf Club.

From Route 74: Take Route 74 and continue on Evergreen Parkway. Take Evergreen Parkway to Brookline Road and turn right. Follow Brookline Road and keep slight right until it turns into Hiwan Drive. Take Hiwan Drive and turn right until it turns into Clubhouse Lane. Stay on Clubhouse Lane until you enter Hiwan Golf Club.

