

### **General Information**

Booking and Payments -All Events require a \$500 non-refundable deposit to confirm and hold your desired Event date. A rough estimate of the number of people will be requested at this time.

At least 30 days prior to the actual booked date, a good estimate of a guest count is required, as well as 50% of the balance will be due for the cost of the Event. At least 1 week prior to the actual booked date, a final guaranteed guest count is required along with the remaining balance of the Event cost.

### **Peak Season**

May-October is our peak season. During these months, a Saturday Event may require a minimum and hours of events will range from 4 O'clock to 10 O'clock (later in the day due to golfing events). Exceptions may be made in certain instances. Please inquire with the Events Coordinator.

### **Menu**

The Club at Shepard Hills offers a variety of menu choices with Buffet Style serving, Cocktail Stations, Family Style and Plated Dinner options. Our Events Coordinator will work with you to help determine the best options for you, your guests and your budget. (Buffets require a minimum of 50 people.)

The Menu should be determined during the planning phases of the Event and confirmed at least 30 days prior to your Event date. We kindly ask that no menu changes occur less than 30 days from the Event date. Our Event Coordinator will assist you in choosing the appropriate menu to suite all your and your guests needs. We also offer vegetarian or vegan options and cater to dietary restrictions such as allergies.

### **Beverages**

The Club has several open beverage packages. Please inquire if there is a particular type of beverage which is not listed on our packages that you wish to have served. Some types of liquor and bottled beer may be added for an additional surcharge. The number of bartenders will be determined by the group size and the time frames of the function. Typical time allotted for an Event is four hours total. If choosing the extra hour option, the costs for extending may vary on the open beverage package selected and the number of guests.

A cash bar, instead of open is allowed for the extended time. This price needs to be calculated prior to the reception (during the planning phases) and must be in the contract. If we have another party scheduled after your function, strict adherence to the time schedule is necessary.

\*I have read and understand the information above.

Date of Event: \_\_\_\_\_

Contact Person; \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

**Our Wedding Package**

*A great value with NO hidden fees!*

**Includes:**

*Standard Complimentary Linen, White Tablecloths, &. White Napkins  
Set Up and Tear Down*

*Large Hardwood Dancefloor*

*Friendly and Professional Banquet Staff and Bartenders*

*Cake Cutting (our staff will cut and display your wedding cake)*

*Plate Ware, Glassware, Silverware*

*Head table (Sweetheart Table), Cake Table, Gift Table Skirted*

*Placement of Completed Centerpieces*

*Carver at Carving Station is offered with a Buffet*

*Large Patio with scenic views*

*On Site Wedding Coordinator*

**NO ROOM RENTAL** for a 4-hour wedding reception when you select one of our dinner and beverage packages(Plus applicable NYS sales tax and gratuity)

**Other available options at an Additional Cost:**

Colored Linen \$.30 per Napkin, \$3.00 per Tablecloth, \$3.00 overlay.  
White Chair Covers with Sashes (Black, Deep Purple, Ivory, or White)  
\$3.00 per Chair Cover

**Extended Reception past 4 hours**

With advanced notice: \$200 per additional hour

The night of: \$300

**On-Site Ceremony**

Under our beautiful Pavilion-\$250 set up with chairs and a movable arbor.

The use of our Bridal Suite for **4** hours prior to ceremony; Additional hours available for \$35 per hour. Bridal suite includes a complimentary bottle of wine or champagne as well as bottled water and soft drinks.

We kindly ask to keep the Bridal Suite limited to the Bridal Party only.

**Assembling or Setting up your decorations**

**\$55** per hour-Don't have the time or the eye for decorations? Let Shepard Hills do it! We have rental items also available. There are many options available ask the Event Coordinator for details.

\*I have read and understand the information above.

Date of Event: \_\_\_\_\_

Contact Person; \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

### **Rules for Vendors/Decorating**

Shepard Hills kindly asks that you do not use any tape of any kind (blue painters tape is the only one that can be used), staples, nails, or any other substance used to affix items to the walls. No glitter or confetti of any kind. Any violations or excessive clean-up may result in a \$500 cleaning/damage fee.

All decorations from your event must be removed within 48 hours; arrangements can be made to pick them up the next day. (This includes any and all items in the Bridal Suite and down in the pavilion) If not picked up within this time frame they will be discarded.

Also, we ask when taking photographs on the greens, high heels are ***prohibited***.

Our facility can be accessed for decorating 4 hours prior to the start of event, or earlier with granted permission. (We kindly ask that you limit your guests to *only* the bridal party and parents)

### **Outside food and Alcohol**

The Club at Shepard Hills has a food permit from the DOH covering only food made in-house and does not allow any "leftovers" to be taken out. You are not allowed to bring in any food from outside sources; the only exception is specialty desserts for your event. We also reserve the right to confiscate items or ask any person found to be in violation of this policy to leave the premises.

In addition the sale and service of all alcoholic beverages is also regulated by the New York State Division of Alcoholic Beverages and Tobacco. The Club at Shepard Hills is responsible for the administration of those regulations. It is the policy that no liquor, beer, or wine may be brought into the facility from outside sources. No exceptions. It is New York State law that no person under the age of 21 be served, consume, or possess any alcoholic beverage. The Club at Shepard Hills reserves the right to refuse service of alcohol to any individual that appears to be intoxicated or does not provide proper identification. We also reserve the right to confiscate any item or ask any person found to be in violation of this policy to leave the premises. You, the contract signer, are responsible for the conduct of your guests.

\*I have read and understand the information above.

Date of Event: \_\_\_\_\_

Contact Person; \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

**Beverage Packages and Pricing**

**Punch and Soda Bar**

4 Hour Package @ \$11.00 per Person

Non-Alcoholic Toast (Ginger Ale)  
Alcohol Free Sparling Wine Toast (Add \$1.00 per Person)  
Unlimited Fruit Punch station, Fountain Soda and Beverages

**Limited Bar**

4 Hour Package @ \$15.00 per Person

Champagne Toast, Bottled Beers, Current Red & White Wine by the glass(Chardonnay, Riesling, White Zinfandel, Merlot, Cabernet Sauvignon) Bar Fountain Soda & Beverages.

**Open House Bar**

4 Hour Package @ \$20.00 per Person

Champagne Toast, Current Bottled Beers, Current Red & White Wine by the glass (Chardonnay, Riesling, White Zinfandel, Merlot, Cabernet Sauvignon) Well Brand Alcohols & Mixers (Vodka, Gin, Blended Whiskey, Scotch, Rum, Bourbon, Tequila) Bar Fountain Soda & Beverages. Add Bottled Beer for \$1.00 per person

**Open Premium Bar**

4 Hour Package @25.00 per Person

Champagne Toast, Current Bottled Beers, Current Red & White Wine by the glass (Chardonnay, Riesling, White Zinfandel, Merlot, Cabernet Sauvignon) Premium Brand Alcohols & Mixers (Seagrams 7, VO, Canadian Club, Smirnoff, Tanqueray, Dewers, Absolut, Jim Bean, Bacardi, Bombay, Jack Daniels, Non Alcoholic Beer, etc.) Fountain Soda & Beverages

**Open Super Premium Bar**

4 Hour Package @ \$30.00 per Person

Includes All items on Premium Bar Plan and all current in stock Super Premium brands (Vox, Kettle One, Grey Goose Glenlivet, Bombay Sapphire, Hennessy, Crown Royal, etc. and varied in-stock selection of domestic and craft beers)

**Additional Hour Pricing**

Punch & Soda Bar.....Add \$1.00 pp  
Limited Bar.....Add \$2.50 pp  
Open House Bar.....Add \$3.00 pp  
Open Premium Bar.....Add \$4.00. pp  
Open Super Premium Bar.....Add \$4.00 pp

Included in with all packages- Coffee Station Including, Hot Tea, Decaf & Regular Coffee with flavored coffee syrups

All brands/types listed are typical examples of our in-house stock. Any specific brand requests not carried in our regular inventory will result in price increase to be quoted at current market pricing at time of booking. Shots are not included on package prices.

All Pricing is Subject to NYS Sales Tax and 18% Gratuity

## Hors D'oeuvres Selections

### Buffet Platters

Assorted Cheese, Crackers, and Pepperoni.....	\$95.00
Fresh Vegetable Tray with Ranch Dip.....	\$75.00
Vegetable, Cheese and Pepperoni Combination Platter with Ranch Dip (serves 30-50.....	\$150.00
Assorted Cut Fresh Fruit Bowl Display.....	\$85.00
Peel and Eat Shrimp (200 Pieces).....	\$160.00
Peeled Large Shrimp (150 Pieces).....	\$180.00
Peeled Jumbo Shrimp (120 Pieces).....	\$235.00
Veranda Lump Crab Dip with gourmet Cracker Assortment.....	\$95.00
Spinach and Cheese Mini Quiches.....	\$90.00
Spinach and Artichoke Dip with Mini Garlic Toasts.....	\$80.00
Crab Dip with Mini Garlic Toasts.....	\$95.00

### Displayed or Butler Served Selections

Priced 50 per Tray Unless Noted

Bacon Wrapped Water Chestnuts.....	\$90.00
Bacon Wrapped Scallops.....	\$110.00
Bacon Wrapped Shrimp.....	\$100.00
Crab Rangoon in Crispy Ginger Wontons.....	\$85.00
Italian or Swedish Meatballs (60 per Tray).....	\$70.00
Smoked Cocktail Franks (150 per. Tray).....	\$60.00
Blended Crab, Shrimp, and Scallop Stuffed Mushrooms.....	\$100.00
Cheese or Sausage Stuffed Mushrooms.....	\$80.00
Buffalo Style Chicken Wings.....	\$65.00
Yeppi's Fried Chicken Croquets with Barbeque sauce.....	\$65.00
Spanakopita with Herbed Aioli for Dipping.....	\$75.00
Bruschetta Napoli with Mozzarella, Sundried Tomato and Basil.....	\$55.00
Chinese Dumplings with Dipping Sauce.....	\$80.00
Vegetable Spring Rolls.....	\$65.00
Petite Lump Crab Cakes.....	\$200.00
Battered Scallops with Cocktail Sauce.....	\$65.00
Chocolate Dipped Bavarian Cream Puffs.....	\$85.00
Chocolate Dipped Strawberries.....	\$80.00
Lobster Wontons.....	\$95.00

***Want an all-inclusive plan? We can customize and price per person and eliminate the guesswork!***

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### **Traditional Buffet Entrees**

**Two Choices...\$23.95 Three Choices...\$26.95 Four Choices...\$28.95**

Includes Tossed Salad with warm bread and butter served at table along with  
Chef choice of an appropriate starches and vegetables with all Entrees'

Chicken Marsala (red wine sauce with mushrooms)  
Chicken Piccata (white butter cream sauce with capers)  
Chicken Cacciatore  
Grilled Breast of Lightly Coated Chicken with a Lemon & White Wine Sauce & Fresh Herbs  
Chicken Tarragon in a Light Bechamel White Sauce  
Tuscan Chicken with a Blended Coating of Lemon, White Wine, Rosemary and Thyme  
Mediterranean Chicken with Olives and Artichoke Hearts  
Lemon Baked Haddock  
Three Cheese Tortellini in Alfredo Sauce  
Wild Mushroom and Sun-Dried Tomato Penne in a Light Herb Cream  
Ziti Provencal with Tomato, Mushrooms and Artichokes  
Penne Pasta in Vodka Sauce with Mushrooms and Chicken  
Teriyaki Beef and Shrimp on a Bed of Rice

### **Premium Buffet Entrees**

**Two Choices...\$25.95 Three Choices...\$28.95 Four Choices...\$29.95**

Includes Tossed Salad with warm bread and butter served at table along with  
Chef choice of an appropriate starches and vegetables with all Entrees'

Shrimp and Broccoli Penne in a Light Basil Cream Sauce  
Sliced Filet Mignon with a Mushroom Bordelaise Sauce  
Seafood Fra Diavolo with Scallops, Mussels and Shrimp  
Sliced Roasted Virginia Ham with Honey Citrus Glaze  
Baked Sliced Ham with Maple Citrus Glaze  
Sliced Roast Loin of Boneless Pork with a creamy southern Style Au Jus  
Mixed Seafood Alfredo with Pasta  
Seafood Lasagna  
Broiled Filet of Salmon with a Maple Ginger Glaze  
Prime Rib of Beef, Roasted Medium Rare (Add \$3.00 per person)  
Chef Carved Filet Mignon Au Jus (Add \$3.00 per person)  
Chef Carved Roasted NY Strip Loin (Add \$1.00 per person)  
Chef Carved Slow Roasted Beef Steamship (events with 75 quests or more)

### **Combination Entrees**

1 Traditional + 1 Premium...\$24.95  
2 Traditional + 1 Premium...\$25.95 2 Premium + 1 Traditional...\$26.95

### **Also Included:**

Coffee Station Including, Hot Tea, Decaf & Regular Coffee with Flavored Syrups Classic and Dessert Selection (Custom  
Dessert Menus are Market Priced) \$4.00 per person

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### Traditional Plated Dinner Entrees

**Two Choices...\$23.95 Three Choices...\$26.95 Four Choices...\$28.95**

Includes Tossed Salad with warm bread and butter served at table along with  
Chef choice of an appropriate starches and vegetables with all Entrees'

Grilled Breast of Chicken with a Lemon & White Wine  
and Fresh Herb Sauce  
Grilled or Blackened Breast of Marinated Chicken  
Sliced Chicken & Portabella Mushroom Chardonnay  
Over Angel Hair  
Mediterranean Chicken with Olives and Artichoke  
Hearts  
Sliced Slow Roasted Beef Sirloin with Mushroom  
Bordelaise  
Teriyaki Beef and Shrimp with Peppers and  
Mushrooms on a Bed of Rice  
Shrimp and Chicken Marinara over Pasta  
Baked Sliced Ham with a Maple Citrus Glaze  
Sliced Roast Loin of Boneless Pork with a Creamy  
Southern Style Au Jus

Tricolor Three Cheese Tortellini in Alfredo Sauce  
Wild Mushroom and Sun-Dried Tomato Penne in a  
Light Herb Cream  
Fettuccini Provençal with Tomato, Mushrooms and  
Artichokes  
Shrimp and Broccoli Penne in a Light Basil Cream  
Penne Pasta in Vodka Sauce with Mushrooms and  
Chicken  
Broiled Filet of Salmon Plain or with a Maple Ginger  
Glaze  
Grilled Ahi Tuna Steak  
Shrimp Scampi Over Angel Hair  
Veal Marsala on a Bed of Angel Hair Pasta

### Premium Plated Dinner Entrees

**Two Choices...\$29.95 Three Choices...\$31.95 Four Choices...\$33.95**

Includes Tossed Salad with warm bread and butter served at table along with  
Chef choice of an appropriate starches and vegetables with all Entrees'

12 Oz. Prime Rib of Beef Au Jus Roasted (Add \$3.00)  
10 Oz. Ounce Filet Mignon (Add \$3.00)  
16 Oz. NY Strip Sirloin (Add \$1.00)  
Broiled Lamb Loin Chops  
Sliced Slow Roasted Angus Tenderloin with  
Mushroom Bordelaise  
Seafood Fra Diavolo with Mussels, Scallops & Shrimp  
Crab Crowned Filet of Salmon with a Maple Ginger  
Glaze  
Lobster Ravioli with Vodka Sauce  
Crab Stuffed Flounder

### Super Premium Plated Dinner Entrees

\$45.00

Giant Gulf Shrimp Scampi Over Rice  
Crab Stuffed Broiled Lobster Tail  
Shrimp and Sliced Lobster Tail in Vodka-Cognac  
Cream Sauce Over Angel Hair  
Custom Surf and Turf Classic or Creative:  
Choose One Meat: Filet Mignon, Prime Rib Au Jus or

### Also Included:

Coffee Station Including, Hot Tea, Decaf & Regular Coffee with Flavored Syrups Classic and Dessert Selection (Custom Dessert  
Menus are Market Priced) \$4.00 per person

New York Strip  
Choose One Seafood: Broiled Lobster Tail, Shrimp  
Scampi, Broiled Salmon, Grilled Swordfish

### Combination Entrees

1 Traditional + 1 Premium...\$28.95

2 Traditional + 1 Premium...\$30.95

2 Premium + 1 Traditional...\$32.95

### Duel Entrée

Portions of two different entrees on each plate.

2 Traditional.....\$24.95

2 Premiums.....\$31.95

1 Premium & 1 Traditional.....\$27.95

Also Included:

Coffee Station Including, Hot Tea, Decaf & Regular  
Coffee with flavored coffee syrups

Classic Dessert Selection (Custom Dessert Menus  
are Market Priced) \$3.00 per person

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