

### **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 start time late afternoon or early evening (4-5pm - 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, 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 suit all your 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 frame of the function. Open bar pricing is four hours. If choosing to extend past the 4 hours, the cost for the open bar varies depending on the beverage package. A cash bar option may be selected for the extended time. This price needs to be calculated prior to the reception (during the planning phases) and must be in the contract.

### **Room Charge & Event Time**

When selecting a Food and Beverage Package, a room charge of \$500 applies for weddings less than 125 attendees, no room charge for over 125 guests with a food and beverage package. If you would like a cash bar option instead of selecting one of our beverage packages, there is an additional \$500 room charge.

Typical time allotted for an Event is four hours. If you have an on-site ceremony, the ceremony time does not cut into the reception hours. You may choose to extend reception past 4 hours at a cost of \$250/hour (our cost of keeping staff extra time) provided you let us know ahead of time. Extending the same day is \$350/hour. An open bar extension or a cash bar may be selected for the extended time. This needs to be decided 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.

### **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 Dance Floor*

*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*

*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 (with 125+ guests) when you select one of our dinner and beverage packages

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

Colored Linen \$.50 per Napkin, \$4.00 per Tablecloth, \$3.00 overlay.

White Chair Covers with Sashes (Black, Ivory, White and limited other colors) \$3.00 per Chair Cover

#### **Extended Reception past 4 hours**

With advanced notice: \$250 per additional hour

The night of: \$350

#### **On-Site Ceremony**

Under our beautiful Pavilion-\$395 set up with chairs and arbor.

The use of our Bridal Suite for **2** hours prior to ceremony; Additional hours available for \$35 per hour.

Bridal suite includes a complimentary bottle of wine or champagne and bottled water.

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!

\*I have read and understand the information above.

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

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

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

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

You may not use adhesives of any kind (removable painters tape is the only one that can be used), staples, nails, tape or **command strips** 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.

We ask when taking photographs on the greens, absolutely NO high heels.  
Our facility can be accessed for decorating 4 hours prior to the start of event, or earlier with 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 from a licensed caterer. 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: \_\_\_\_\_