

Holiday Gardens

EVENT CENTER

2012 Wedding Guide

Thank you for considering Holiday Gardens Event Center for your upcoming event. It is not only our beautiful building and magnificently landscaped grounds, but our highly trained staff that sets us apart from other facilities.

Reserving Holiday Gardens

A non-refundable \$1,000 deposit is required to reserve the Holiday Gardens. The deposit is due at the time a contract is signed and will be applied as a credit to the total cost of the event. Due to demand for the facility, dates can not be held without a contract and deposit. A maximum of six hours is allowed per event. An additional fee will be charged for each hour beyond six.

Facility Rental Fee

Holiday Gardens can be rented for \$100/hour, with a four hour minimum (if a full meal is served, the rental fee will be waived). This fee includes table linens, bartenders, servers, and cleanup of the facility as well as the basic services for which other event centers charge a separate fee.

Planning

We will happily assist with all your planning needs, including music, photography, flowers, bakers, decorators and rental companies. Event planning is our specialty so we are able to suggest a variety of vendors that can offer the best price/service combination.

We request that you schedule a planning session at least 90 days prior to your event, at which time food, beverage and pricing options will be discussed.

Guarantees and Cancellations

Final menu selections must be submitted 30 days prior to your event to ensure the availability of selected items.

A guaranteed attendance count is required 14 days prior to your function. This count represents the minimum number of guests for which you will be charged. If Holiday Gardens does not receive a minimum guarantee, your estimated number of guests will serve as your guarantee. If the actual count the day of the event is more than the guarantee, final charges will be based on the number of people served.

*In the event of a cancellation more than 90 days prior to the scheduled event, the \$1,000 deposit will be forfeited unless the facility is re-booked with an equal sized event. **Any cancellations within 90 days of the event will be charged a fee equal to one half of the projected food and beverage revenue.***

Food and Beverage

All food and beverages must be purchased through the Holiday Gardens Event Center, with the exception of wedding cake.

Pricing and Service Fees

All food and beverage items are subject to a service charge as well as state sales tax of 5.5%. The fee for both beverage and buffet style food service is 17%. The fee for family-style meal service is 18%.

Certain meal selections are subject to market fluctuation. These selections will be addressed in the initial planning meeting. Pricing for 2013 will be available toward the latter part of 2012 and will take effect as of the first of the year.

On-Site Weddings

We do offer the option of on-site ceremonies in the Holiday Gardens Gazebo, eliminating the need for wedding party transportation to the reception. There is a \$300 rental fee, which includes the set up of 75 chairs. Additional chairs can be provided at a cost of \$.75 each.

Payment Terms

All bills must be settled at the conclusion of the event. Payment may be made by cash, check or credit card. If bills are settled with a credit card, a 3% service fee will be added.

Food Service

We offer both family-style and buffet-style meal services (buffet-style, where guests are released table by table to serve themselves, is the most popular).

Discounts

If you choose to hold your event on a Friday or Sunday, you will receive the use of our video equipment and/or the use of the outside bar.

Hors D'oeuvres



Hors D'oeuvres are a great way to start or conclude your event. They can be offered from a single display, several smaller serving stations around the room, or hand carried by our wait staff. Most items are priced per-piece. A list of options will be provided at the initial planning meeting.

Food & Display Items

Chocolate Fountain

Your choice of rich white or milk chocolate

Food for dipping includes: Fresh Seasonal Fruits and Berries, Vanilla Wafers, Vanilla Creams, graham crackers, pretzels, marshmallows, and "Rice Krispie Treats".

Fruit Display

Assorted seasonal melons and berries served in a wonderful display which includes elegantly carved fruit items.

****Additional "Food & Display" items are available upon request****

Dinner Buffets

Our standard dinner buffet is \$16.55, and includes Rosemary, Baked or Broasted Chicken, your choice of second protein, one starch, one vegetable, two salads, homemade bread, butter, coffee and water.

Proteins, starches, vegetables or salads can be added for an additional cost. A one protein buffet dinner is also available for \$12.95.

Standard Proteins

*Roast Beef
Pineapple Glazed Ham
Roast Pork Loin
Beef Tips
Broiled Cod
Lasagna*

Additional proteins are available upon request

Starches

*Mashed Potatoes and Gravy
Garlic-Mashed Potatoes
Parsley-Buttered New Potatoes
Au-Gratin Potatoes
Cheesy Hash Browns
Twice-Baked Potatoes (available at extra cost)
Rice Pilaf*

Vegetables

- Bi-Color Sweet Corn*
- Green Beans Almondine*
- Green Beans*
- Glazed Baby Carrots*
- California Blend*
- Winter Mix*

Salads

- Mixed-Greens*
- Pasta-Vegetable*
- Tri-Pasta*
- Coleslaw*
- Spinach with Bacon Dressing*
- Macaroni*
- Fresh Fruit (Seasonal)*

Family-Style Menu Options

With a family-style meal, your guests will be served coffee, water, bread and butter (as well as their meal) at the table. If you're interested in serving a family-style meal, options will be discussed at the initial planning meeting.

Beverage Pricing

If you opt to provide a cash bar, all beverages are sold on a per-drink basis. During an open bar, you may select and pay for the tier of beverages to be served to your guests. A 17% service fee, plus 5.5% sales tax, will be added to your account.

While providing complimentary beverages to your guests is a nice gesture, we will discuss and set limits during the planning process. If the pre-established limits are reached prior to the end of your event, approval will be obtained before continuing the service. You also have the option of converting to a cash bar. We do offer flat-fee pricing for open bar as well, which is set based on the beverages selected, and length of time for which they will be served.

If you choose to serve tap beer, the estimated number of kegs needed must be reserved in advance. As with complimentary beverages, pre-determined limits will be established, and prior approval will be obtained before serving beyond those limits.

Domestic Kegs

- Busch Light*
- Coors Light*
- Miller Lite*
- Bud Light*

Premium Kegs

Potosi Brewing Co.

Others available upon request

Wine and Champagne

Multiple available

Soda (Flat-fee Pricing)

- 150-200 Guests \$125*
- 201-300 Guests \$175*
- 301-400 Guests \$200*
- Over 400 Guests \$225*

Outdoor Bar

We are also able to set up an outdoor bar on the patio. The \$150 fee covers the cost of set-up and staffing.

Ask about bar tabs, drink tickets, wine tables, rehearsal dinners, and gift opening events!

Absolutely no underage drinking will be permitted on the premises, even if accompanied by a parent or legal guardian

Room Set-Up Guidelines

Candles must be covered by glass as high as the flame

Nothing may be attached to the walls or ceiling

No sparklers, bubbles, confetti, glitter, silly string, tic-tacs or other projectile-type material

Other Services

Colored napkins - \$.25 each (Many colors to choose from)

Chair cover with colored sash – Available upon request

Audio/Video Equipment Usage - \$50

(Please check ahead to make sure your format is compatible with our equipment)

Round Tables – Can be rented through a rental-supply company

Clean-up Charge

\$75

(This is only applicable if decorative items are used that cannot be vacuumed)

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