

# Beverage Services

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## **NON-ALCOHOLIC BEVERAGES**

Unlimited Soft Drinks 70  
Bottled Water 2  
Bottled Soda 3  
Milk 1.5

## **SERVED BY THE GALLON**

Punch/ Juice 18  
Infused Water 18  
Hot Chocolate 20  
Hot Cider 20  
Coffee Service 20  
Tea Service 18  
Milk 15

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## **ALCOHOLIC BEVERAGES**

Bloody Bar \$60/gallon  
Screwdriver Bar \$50/gallon  
Old Fashion Bar with choice of 3 spirits and all fixings \$200  
Half Barrel Domestic Beer 275  
Half Barrel All Taps (128 pints) 350  
Half Barrel Premium Beer -Price Varies

## **WINE/ SPARKLING WINE**

Wine and Champagne Prices Vary-Ask Event Coordinator

# Event Services

**Thank you for choosing Ridgeway Country Club for your event. We pride ourselves in providing World Class Customer Service. We are a premiere banquet venue perfectly designed for upscale or casual weddings, events or meetings. Our extraordinary banquet venue can offer a variety of unique personalized services and amenities that set us apart in the Valley.**

## **COMPLIMENTARY ROOM ESSENTIALS**

Room reserved when food minimums and deposit are met  
Customized work-order and floor plan  
White or black linen tablecloths and linen napkins in a variety of color selections  
Standard centerpieces  
Linen and skirted head table, gift table, registration table, cake table  
Secured wedding card box  
Wireless High Speed Internet access  
Copy and fax available

## **SERVICES WE PROVIDE THAT REQUIRE AN ADDITIONAL FEE**

### **Audio/Visual Equipment Rental**

LCD projector 195  
Screens 50  
Wireless Microphone 25  
Bluetooth Speaker 25  
Lectern 20  
White Board and Markers 20  
Easel 5  
Flip chart, Easel and Markers 25

### **Miscellaneous**

White gloved butler service 75/butler  
Cake Cutting 25  
Decorated Chair 2/Chair  
Additional bartenders (over standard number) 75/bartender  
Staging-MARKET  
Dance Floor-MARKET  
Room set up fees applied if more than one set up arrangement is required 250  
Indoor Ceremony 1000  
Outdoor Ceremony 1500

# Policies and Procedures

## CONFIRMATION OF EVENT/CONTRACT

### Wedding and Social

A contract will be sent to the client after a date for the event has been reserved. The date becomes confirmed upon the return of the signed contract and the required \$1500 deposit. The deposit is non-refundable in the event cancellation. The final portion of the food and estimated beverage bill must be paid seven (7) days prior to the event. The remainder of the beverage bill will be administered after the event is completed to cover beverages, taxes, gratuity, bar tabs, and other miscellaneous expenses. The final bill must be paid immediately after the event. A credit card must be kept on file for all end of event charges.

### Corporate

A contract will be sent to the clients after a date for the event has been reserved. The date becomes confirmed upon the return of the signed contract and the required \$500 deposit. The deposit is non-refundable in the event of cancellation. The remainder of the beverage bill will be administered after the event is completed to cover beverages, taxes, gratuity, bar tabs and other miscellaneous expenses. The final bill must be paid upon receipt of invoice after the event. A credit card must be kept on file for all end of event charges.

### Payment

The following forms of payment are accepted: MasterCard, Visa, Discover and American Express credit cards, cash, money order or check. A 20% service charge, taxable by Wisconsin law, and 5% Wisconsin sales tax will be applied to all costs related to your event. If you are tax exempt, a copy of your Wisconsin tax-exempt status is required and should be submitted prior to the scheduled function. There will be a \$50 NSF fee charged for all returned checks.

### Guarantee Of Attendance

The final count of attendance is required a minimum of seven (7) days prior to all event, and fourteen (14) for weddings and considered a guaranteed number nor subject to reduction. There is no charge for children ages 2 years and under. If the actual number of attendees is greater than the guarantee, the client will be invoiced for the additional guests.

### Price Guarantee

Prices and subject to change, and will be confirmed sixty (60) days prior to your event date.

### Personal Property

Ridgeway Country Club is not responsible for damage or loss of any items brought on the premises prior to, during or following any event. Items remaining three (3) days following an event will be disposed of.

### Decorating

No staples, tacks or adhesive are allowed on the ceilings, walls or doors. No banners or signs are to be hung from the ceiling or affixed to the walls without written consent by Ridgeway Country Club. The client is responsible for any damage to the premises by attendees or outside groups contracted by the client.

### Damage and Liability

The client is responsible and shall reimburse Ridgeway Country Club for any damage, loss or liability at the facility caused by guests or outside groups contracted by the client to provide any service or goods prior to, during or following any function. Emesis clean-up is \$300 per room.

### Food Minimums

Food minimums vary depending on the time of day and day of the week. If food minimums are not met, there will be a required balance fee. Food minimums include invoiced food sales prior to service charge and tax.

**The Wisconsin Administrative Health Code (DHS and SS196.07) prohibits serving any food or beverage on the premises that was not purchased from Ridgeway Country Club. The only exception is a wedding cake provided by licensed baker or confectionery not provided by Ridgeway County Club. The Code also prohibits any food or beverage from being removed from the premises during or following the event.**

# Dining and Meeting Spaces

**Ridgeway Country club is an ideal venue to host your next business meeting or social function. Our convenient location, parking, comfortable seating, flexible meeting spaces and versatile break-out areas are perfect for corporate and social events. Our spaces are both functional and comfortable.**

Our main banquet room can be used as a large space or two separate spaces with a dividing wall. The 19th hole is a room that can be adjoined to the main banquet space and is separated by french doors.

Restaurant and bar area  
Outside patio and deck area

**The main banquet room comfortably holds up to 160 guests seated on rectangle or 120 guests on round tables.**

**Weddings, large company meetings or functions, social events and trade shows are an ideal use for this space.**

**The large side of the separated main banquet room can comfortably seat up to 80 guests with versatile seating arrangements. This is an ideal space for mid-sized corporate events, holiday parties and intimate sized weddings.**

**The small side of the separated main dining room can comfortably seat up to 20-30 guests with versatile seating arrangements. This space is an ideal area for smaller business meetings, breakfasts, luncheons and smaller social functions.**

**19TH Hole can comfortably seat 15-20 people with versatile seating arrangements. This space is ideal for intimate social functions, small business meetings or a break out area.**

**Our restaurant and bar area is a large room fully equipped with a full service bar and a gorgeous view of the golf course. It can be a perfect space for wedding receptions or large social functions.**

**Capacity for this space is 150 with an overflow in the connecting 19th hole.**

**Available room set-ups include: Boardroom, Classroom, U-Shape, and Auditorium style.**

**Our patio has 2 separate levels to accommodate any social function. Our top level can seat up to 60 people. Our lower level can seat up to 100 people.**

# Pricing

**Non-refundable facility fee required upon booking**

**Weddings- \$2000**

**Events - \$500**

**In the event of a cancellation, the facility fee is transferable, but not refundable.**

**All prices are subject to change until 60 days prior to event. In the event of a late cancellation, incurred expenses must be paid by booking party.**

**Booking the entire facility; 1/2 day \$10,000, full day \$20,000**

## **Food Minimum**

Room fees are waived when food minimums are met

### **Events/Weddings**

Rental includes use of all rental spaces

Friday Weddings - 4500

Saturday Weddings - 5000

Sunday Weddings - 3000

### **Main Banquet Room**

#### **Day Time Events**

Monday -Friday - 1000

Saturday & Sunday - 2000

(based upon availability)

#### **Evening Events**

Monday-Thursday -2500

Friday-Sunday - 3800

### **Large Banquet Room**

#### **Day Time Events**

Monday-Friday - 750

Saturday & Sunday - 1500

(based upon availability)

#### **Evening Events**

Monday-Thursday - 1500

Friday -Sunday - 2500

### **Patio**

Top area-1250

Lower area-1000

Full patio (private bartender included) 2500

Mandatory \$100 food/beverage minimum for any meeting space

## **Room Charges For Events Without Food**

### **Weddings**

Friday, Weddings - 2500

Saturday Weddings - 3000

Sunday Weddings - 2000

### **Main Dining Room**

#### **Day Time Events**

Monday- Thursday - 1000

Friday-Sunday - 1500

(based upon availability)

#### **Evening Events**

Monday-Thursday - 1800

Friday-Sunday - 2500

### **Large Banquet Room**

#### **Day Time Events**

Monday-Thursday - 950

Friday-Sunday - 1500

(based upon availability)

#### **Evening Events**

Monday-Thursday - 1500

Friday-Sunday - 2500

### **19th hole / Small banquet space**

Monday-Friday - 400 half day- 650 full day

Saturday Sunday - 750

(based upon availability)

### **Patio**

Top area-750

Lower area-500

Top/lower area (private bartender included) 1500