



Royal Regina Golf Club

Wedding Package

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Wedding Package Includes:

Table service for head table:

Choice of either gourmet plated or buffet dinner for guests created and prepared by our chefs

Or you can go through the buffet with your guests.

Dance floor, podium, microphone, and sound system including iPod and MP3 connections. Standard

RRGC black or white table cloths and white cloth napkins

Unlimited coffee and tea service.

Cake cutting service.

Free of charge.

Banquet Room Information

The Royal Regina Banquet Room is spacious with a beautiful view of the golf course. It is very versatile and can be adapted to fit a variety of desired seating arrangements. Bookings are available from April until December each year.

Capacity: -Buffet: 110 guests
-Plate Service: 130 guests
-Standing Reception: up to 225 guests

Dimensions: 58' x 49'

Rental Fee: \$600.00

- ◇ Dances will only be permitted until 1:00 am with last call at 12:30 am.
- ◇ Outside decorations are permitted for weddings. The decorating time cannot be confirmed until 2 weeks prior to the event. Decorations cannot be tacked to the walls or ceilings and it is the responsibility of the convenor to have them removed from the building the night of the function, unless otherwise discussed with the House Manager.
- ◇ Any additional temporary renovations of the building may be subject to a service charge.



Menu Information

- Menu options must be decided within 4 weeks of your wedding.
- It is the convenors responsibility to drop off and set-up the wedding cake/cupcakes. Such items can only be dropped off the day of the wedding.
- We offer a wide menu selection from buffets to plated meals. We also offer hors d'oeuvres and late lunches.
- Children 6 – 12 years of age will be charged at half price, and children 5 years of age or younger will be a charge of \$10.00. Please specify when giving your final guest count.
- Specialty meals can be made in order to accommodate for any food allergies or dietary concerns, there will be an added cost of \$2.00 per plate. Any specialty meals must be confirmed 1 week prior to the wedding.
- Due to health and safety regulations, only food prepared at the Royal Regina Golf Club may be consumed on the premises and the removal of any food is prohibited following the event, with the exception of wedding cakes/cupcakes.

Beverage Service

- Beverage service will commence at the time chosen by the convenor with last call no later than 12:30am.
- We offer Host Bar, Cash Bar, or Subsidized bar service.
- A minimum bar charge of \$1000 is necessary with over 100 guests, in the instance that the minimum is not met, you will be charged the difference between the price of beverages consumed and the minimum bar charge. Dry wedding will have a charge of \$500.00 with guests less than 100.
- As per the Saskatchewan Liquor and Gaming Association, only beverages provided by the Royal Regina Golf Club may be consumed on the premises. We have a wide selection of wine and can provide bottle service
- Wine may be brought in by the convenor at a corkage fee of \$15 per bottle.
- Any guests who appear under 25 years of age will be asked for ID.

Guest Count

- An *approximate* number of guests must be provided no later than 4 weeks before the wedding.
- A *guaranteed* number of guests must be provided no later than 10 business days before the wedding. If this is not provided, the number of guests charged will be the approximate number given, or the number of guests in attendance, whichever number is greater.
- If the final number of guests in attendance is less than the guaranteed number, you will be charged the guaranteed number. If the guaranteed number of guests is lower than the final number, you will be charged the final number count.



Deposit and Payment

- ⌘ A non-refundable, non-transferable deposit of \$600.00 and signed contract is required within 14 days of booking your event in order to hold the facility. Cheque is preferred.
- ⌘ All event charges will be placed on account only. Accounts are due upon receipt of the Club's invoice.
- ⌘ An automatic 18% gratuity plus applicable taxes will be added to the total event charges.
- ⌘ It is mandatory that a valid credit card be kept on file in the event of an overdue account.

Lost/Damaged Property

- ⌘ The Convenor is responsible for any damage caused to RRGC property by guests during the wedding.
- ⌘ The RRGC is not responsible for any lost/stolen/damaged property of the guests during or after the wedding.

Patio/Smoking

- ⌘ We have a large patio that your guests are more than welcome to enjoy conversation and cocktails before/during the reception. There is no smoking on patio.
- ⌘ The Royal Regina Golf Course prohibits smoking in the clubhouse, including the front lobby. Smoking is only allowed at the appropriate distance (3 metres) from the front entrance outside.; there is an ash tray provided.

Pictures

- ⌘ Pictures may be taken within the clubhouse or outdoors on the course. If taken outside, prior arrangements must be made with the House Manager and Golfshop. The Royal Regina Golf Club is not responsible for any injuries due to pictures being taken outdoors.
- ⌘ Please contact House Manager for further details regarding these options.



Royal Regina Golf Club Special Event Contract

1) Contact Information – All is required.

Event Date:	
Event Name:	
Event Group Convener:	
Event Contact:	
Contact Address:	
Phone Number:	
Credit Card Type:	
Credit Card Number: CVC: (3 digits on back)	
Credit Card Expiry:	

2) Function Details

Room:	
Rental Fee:	
Start/End Time:	
Number of Guests:	



Special Requests:	
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3) Function Policies

- Function confirmation must be received to confirm your reservation.
- You must confirm the final number of guests attending ten business days (10 days) in advance. If the number served exceeds the guarantee, you will be charged for the actual number served. If the number of guests served is less than the guarantee, you will be charged for the guaranteed number.
- A deposit of \$600.00 will be required at time on contract signing.
- All food and beverage services paid for by the Group Convenor are subject to a (18%) service charge and applicable taxes.
- For your event we can provide the following equipment: podium, flip chart, microphone, screen, projector and sound system at no extra charge.
- The Royal Regina Golf Club will not be responsible for damage to or the loss of any articles left in the Club prior to, during or following the function.
- Only food and beverage provided by The Royal Regina Golf Club may be consumed on the premises. With the exception of weddings. (cupcakes/cakes)
- The Group Convenor is responsible for any damage to the premises by their guests, or independent contractors on their behalf, during the time the premises are under their control.
- Use of the Royal Regina Golf Club name or logo in advertising is only allowed with prior approval of the House Manager or General Manager.
- All prices quoted are per person, unless otherwise noted, and are subject to change without notice.
- The Royal Regina Golf Club reserves the right to provide an alternative function room best suited for the group's size, should the number of guests attending the function differ greatly from the original number quoted.
- For functions greater than 100 guests, there will be a minimum bar charge of \$1000 applied. In the instance that the minimum is not met, the Group Convenor will be charged the difference between price of beverages consumed and the minimum charge.
- Decorations cannot be tacked to the walls or ceilings and it is the responsibility of the Group Convenor to have said decorations removed from the building the night of the function, unless otherwise discussed with the House Manager.
- Extra amenities such as stages, colored linens (other than standard black or white), etc. can be brought in as well as any additional temporary renovations of the building may all be subject to a service charge.
- All function payments are due upon receipt of bill. An 18% per/annum late charge will be added on any overdue accounts.

Convenor or Contact Initials for Section 3: _____



4) Cancellation/Payment Policies

Cancellation Policy

60 days or more prior to the function date - Full refund less \$200.00
30 days or less prior to the function date – Full deposit will be forfeited

Payment Policy

We accept cash, cheque, MasterCard and VISA.

All events will be invoiced and payment is due upon receipt of invoice. We will require a valid credit card on file for all accounts.

Deposit

To confirm your event reservation a \$600.00 deposit along with a signed copy of this contract is required within 14 days upon receipt of this contract.

I confirm that the noted arrangements are correct and I accept all products and services provided by the Royal Regina Golf Club.

Date: _____

Signature: _____
(of Convener or Contact)

Signature: _____
(of RRGc Representative)