



Westminster Golf Club

Private Function Info & Contract

1. Booking Your Function

- The first step is securing the room, date, and time. Your menu and final headcount are not needed at the time of booking.
- Food and beverage purchase is required for all functions.
- Outside catering is prohibited, except for a special occasion cake from a bakery.
- A **\$1,000 food and beverage minimum** applies to all private functions.
- Final details will be due **THREE WEEKS PRIOR** to your event.
- Once we receive your details, you will receive your **Banquet Event Order** to confirm all details are correct. We ask that you sign this to finalize your event.

2. Choosing Your Menu

- Buffets **REQUIRE a minimum of 25 guests**.
- **Food Allergies & Dietary Needs:** In some cases, your menu may already meet your guests' needs, as many items are gluten-free, nut-free, and/or dairy-free. If accommodations are needed, your guests will be served a plated variation of your menu.

3. The Function Room

Room Rental: \$350

- Up to 100 people
- 3 hours for your party
- 1 additional hour prior to the event for decorating and adding personal touches
- Private in-room bar with bartender
- Tablecloths provided
- Full-service staff

- Guest tables and chairs
- Additional tables for gifts, displays, cakes, etc.
- Access to sound system for your playlist (Bluetooth or headphone jack required)
- Room setup and trash removal

Additional Hour: \$250

4. Decorating & Personalizing

- You may arrive **UP TO 1 hour prior** to the booked time to add personal touches.
- Please no confetti.
- Please provide Command Strips for anything that needs to be attached to the walls.
- We ask that you remove all personal decorations at the end of your event. We will discard trash for you.
- We will provide a gift/display table and cake/dessert table.
- If you would like additional tables for games, displays, etc., please let us know when you submit your final details and we will have them ready for you.

5. Bar Information

Room rentals include a private bar with a bartender. Non-alcoholic beverages are available.

All bar options are based on consumption. This means that drinks are rung in, at menu price, as they are ordered. We do not offer set-price bar options.

Bar Options

- **No Bar:** Non-alcoholic beverages only
- **Beer and Wine Only:** No liquor available
- **Cash Bar:** Guests purchase their own drinks
- **Limited Open Bar:** Can be limited to a specific time limit, dollar amount, or specific drinks. For instance, beer and wine only or non-alcoholic drinks only. Guests would pay for anything not included or when the time/\$ limit is reached.
- **Unlimited Open Bar**

Bar Additions

- **Champagne Toast:** \$4 per person

6. Costs

- Room Rental Fee — due at time of contract
- Food and Beverage — **\$1,000 minimum**
- Add-ons — such as open bar, custom desserts, etc.
- **6.25% tax, 20% service fee, and 5% admin fee** will be added to all food and beverage.
- Final balance may be paid in advance, or at the beginning of service with a **3% discount for cash or check payments**.
- We accept cash, checks, and all major credit cards.

7. Contract and Deposits

A signed contract, credit card authorization, and deposit in the amount of the room fee are required to confirm your reservation.

Deposits are non-refundable.

8. Cancellations and Postponements

- In the event of extenuating circumstances, we will work with you to reschedule your event and will apply your deposit to the new date.
- For events cancelled or postponed **less than 72 hours in advance**, your deposit will be applied to the room fee and your card on file will be charged any expenses already incurred (i.e. food product, linens, etc.).
- In the event of catastrophic weather or closing on our end, you will have the option to reschedule or be refunded.
- If food has been made, we will extend the option to pick up.
- We will always work with you in any way we can.

9. Set-Up and Clean-Up

Your reserved room will be set up prior to your arrival. This includes:

- Tables and chairs being placed
- Tables being clothed with linens
- Napkins, silverware, and water glasses placed at each setting

All room rentals include **one hour prior to the party** for adding personal touches. We kindly ask that you do not arrive more than one hour prior.

If you have special requests for setup, please let us know in advance.

Our staff will take care of clearing dishes, taking care of trash, etc. It is your responsibility to carry out all items that are brought in or to break down and place unwanted items in the trash for us to discard.

If you set up a balloon arch or other large items, we kindly ask that you disassemble and discard the trash in a timely manner at the end of the rental period.

Additional charges will be added for excessive setup or clean-up.

10. Final Details

Final details are due THREE WEEKS BEFORE your function via email.

The following information must be submitted:

- Confirmed guest count
 - If actual count is higher, you will be charged for additional guests.
- Complete menu
- Confirmed timeline, including:
 - Host arrival
 - Guest arrival
 - Food serving time
 - Etc.
 - We can provide guidance on this.
- Bar selection

11. Event Information

Event Date: _____

Event Type: _____

Room: _____

Booked Time: _____

Host Arrival Time: _____

Guest Count: _____

Food & Beverage Selection: _____

Bar Selection: _____

12. Acknowledgment & Agreement

By signing below, the client acknowledges that they have reviewed and agree to the terms and conditions outlined above.

Client Name: _____

Client Signature: _____

Date: _____

Westminster Golf Club Representative: _____

Signature: _____

Date: _____



Private Event Catering Menu Options

We are happy to work with you to create the perfect menu for your event. We offer the options below to help you customize your menu, or have one already set. Please ask if you have specific dishes in mind and we will try to accommodate.

Brunch Buffet — \$32 per person

Minimum 25 guests

Choose 1

Add an additional selection for \$3 per person.

- **Muffins and Scones** — Assorted Flavors
- **Mixed Green Salad** — Crisp Romaine Lettuce, Carrots, Cucumbers, Tomatoes, Croutons, Ranch Dressing, and Balsamic Dressing on the side
- **Classic Caesar Salad** — Crisp Romaine Lettuce, Parmesan Cheese, Garlic Croutons, and Creamy Caesar Dressing
- **Bagel Station** — Assortment of Bagels and Cream Cheese
 - Add Smoked Salmon, Capers, Red Onions — **\$3 per person**

Choose 2

Add an additional selection for \$7 per person.

- **Quiche** — Choice of:
 - Bacon, Cheese, and Onion
 - Cheddar and Broccoli
 - Mixed Vegetables and Feta Cheese
- **French Toast** — Brioche Bread in a Flavorful Cinnamon Batter, with Pure Maple Syrup
- **Scrambled Eggs** — Fresh Eggs Scrambled with Butter

- **Hearty Country Scramble** — Fresh Eggs scrambled with Onions, Peppers, Potatoes, and Sausage
- **Finger Sandwiches** — Assortment on Brioche Buns:
 - Chicken Salad with Dried Cherries, Red Onion, and Celery
 - Albacore Tuna
 - Turkey and Cheddar
 - Mozzarella Caprese with Balsamic Glaze

For an Additional \$3 per person — Choose Two:

- **Bacon**
- **Pork Sausage**
- **Home Fried Potatoes**
- **Fresh Fruit**

Cold Deli Buffet — \$27 per person

Minimum 25 guests

Included:

- Assortment of Sliced Deli Meats and Cheeses — Ham, Turkey, Roast Beef, Cheddar, Provolone, American
- Sautéed Vegetables
- Lettuce, Tomatoes, Onions, Pickles, Condiments
- Breads, Wraps, and Rolls

Choose 2

Add an additional selection for \$3 per person.

- **Classic Caesar Salad**
- **Garden Salad**
- **Potato Salad** — with Pickles and Hard Cooked Egg
- **Pasta Salad** — Pasta, Pepperoni, Olives, Feta Cheese, Cherry Tomatoes, and Broccoli in Italian Dressing
- **Cheesecake Bites** — Our Classic Creamy Cheesecake topped with a Strawberry and Drizzled with Chocolate
- **Chocolate Parfaits** — Chocolate Cake layered with Chocolate Pudding, Whipped Cream, and Chocolate Toffee Pieces

Lunch Wraps Buffet — \$30 per person

Minimum 25 guests

- **Chicken Salad Wrap** — Chicken Salad with Dried Cherries, Celery, and Red Onion
- **Roast Beef Wrap** — Roast Beef with Cheddar Cheese, Mustard Aioli, Lettuce, and Tomato
- **Turkey Wrap** — Turkey with Cranberry Aioli, Cheddar Cheese, Lettuce, and Tomato
- **Mozzarella Caprese Wrap** — Fresh Mozzarella, Tomatoes, Pesto, and Balsamic Glaze
- **Garden Salad** — Tomatoes, Carrots, Cucumbers, Croutons, Ranch Dressing, and Balsamic Dressing
- **Chocolate Parfaits** — Chocolate Cake layered with Chocolate Pudding, Whipped Cream, and Chocolate Toffee Pieces

Italian Buffet — \$40 per person

Minimum 25 guests

- Chicken Parmesan
- Rigatoni with Marinara
- Meatballs in Marinara
- Sweet Italian Sausage with Peppers and Onion
- Caesar Salad
- Rolls
- Mini Canolis

Homestyle Buffet — \$40 per person

Minimum 25 guests

- Sliced Turkey Breast with Gravy
- Baked Haddock with Cracker Crumb Topping
- Swedish Meatballs
- Mashed Potatoes
- Stuffing
- Green Beans
- Rolls
- Garden Salad with Ranch Dressing and Balsamic Dressing
- Pumpkin Pie

Hors D'oeuvres

- **Cheese and Cracker Platter — \$5 per person**
Variety of Cheeses and Crackers
- **Vegetables and Dips — \$4 per person**
Variety of Vegetables with a Dill Dip and Hummus
- **Fruit Platter — \$5 per person**
Variety of Fresh Fruits with Creamy Fruit Dip
- **Shrimp Cocktail — \$2.50 each**
50-piece minimum
Fresh Chilled Shrimp with a Classic Cocktail Sauce and Lemon Wedges
- **Antipasti Platter — \$7 per person**
Beautiful Display of Marinated Artichoke Hearts, Mixed Olives, Feta Cheese, Provolone Cheese, Fresh Mozzarella, Tomatoes, Grilled Vegetables, Pepperoni, Salami, Prosciutto
- **Bacon Dates — \$3 per piece**
Minimum of 3 dozen
Sweet Dates are stuffed with Goat Cheese and Wrapped in Bacon
- **Prosciutto Wrapped Melon — \$3 per piece**
Minimum of 3 dozen
- **Mac and Cheese Balls in a Cholula Blue Cheese Dip — \$3 per piece**
Minimum of 3 dozen

Desserts — \$6 per person

Choose from:

- **Cheesecake Bites** — Classic NY Style Cheesecake topped with Strawberry and Drizzled with Chocolate
- **Tiramisu** — Espresso Soaked Lady Fingers, Mascarpone Cheese, Cocoa Powder
- **Chocolate Parfaits** — Chocolate Cake layered with Chocolate Pudding, Whipped Cream, and Chocolate Toffee Pieces
- **Strawberry Parfaits** — White Cake layered with Vanilla Pudding, Strawberries, Whipped Cream, and White Chocolate
- **Mini Canolis** — Chocolate Chip Filling
- **Fruit Cobbler**
- **Apple Crisp**
- **Chocolate Cake with Whipped Frosting**