



The Dunes Golf & Winter Club



2010 Dunes Christmas Event Package

Thank you for considering our multi-purpose facility to host your banquet.
The following package has been provided to help you organize your
banquet and answer any questions you may have about our facility.

For further information, Contact

Leanne Wolfe
Functions Coordinator

Phone: (780)538-4321 Fax: (780) 532-9101

EMAIL: functions@thedunes.ca

The Dunes Golf & Winter Club
RR3, Site 4, Box 1 Grande Prairie, Alberta T8V 5N3

Function Name: _____
Date: _____

The Dunes Golf and Winter Club 2010 Dunes Christmas Event Contract

Please complete the following:

Company Name: _____

Billing Address: _____

Contact Name: _____

Telephone: Business # _____ Fax # _____ Other: _____

E-mail Address: _____

To confirm the booking of your event, The Dunes requires you to complete the contract below.

1. **A Security Deposit of \$500.00** is required to guarantee the booking of your event on the date you have requested.

The Security deposit will be applied to your final bill and is non-refundable if you cancel the event.

2. Your company/organizer will be responsible for any damages caused to the clubhouse which was directly related to your event.

3. A guaranteed number of meals must be submitted to The Dunes by **6:00 pm 7 days before the event.**

If necessary, you may increase this guaranteed number, but you must provide written notice to The Dunes **by 11:00am on the 4th day prior** to your event. Your tournament food/beverage costs will be billed on this guaranteed number.

4. A customary gratuity of 15% will be added to all Food and Beverage totals.

5. Special menu requests are welcome.

6. The Dunes Golf & Winter Club will be the sole supplier of all Food and Beverage Products.

7. Due to Food Safe regulations, The Dunes will not allow any function to remove remaining food products from the facility.

8. In accordance with Alberta Liquor and Gaming Commission regulations, any alcohol being consumed must be purchased from The Dunes. Any other alcohol found on the premises will be confiscated.

I, the event organizer, have read the above information and agree to abide to these policies and take full responsibility.

Date

Name: Organizer

Signature: Organizer

Function Date: _____ Day of the week: _____

Number of People: Guaranteed # _____ Expected # _____

Room Rental

Please indicate your choice of room:

- | | | |
|--|-------------|--|
| <input type="checkbox"/> The Forest Banquet Room | \$165 / day | - capacity of 100 sitting with use of our southwest patio |
| <input type="checkbox"/> The Master's Lounge | \$185 / day | - capacity of 136 sitting (not available during golf season unless otherwise approved) |

*** Please Note**

- Room charges include set-up and take-down of the room, staff to service the bar, and to serve the meal.

Linen charge of \$4.95 per table. Additional charge of \$0.50 per linen napkin as per requested.

Special orders for linens are available. Please specify if you would like a color ordered. Notify the Functions Coordinator of your choices at least 3 weeks before date of event.

Color chose for linens: _____

Room Set Up

Please indicate your choice of tables

- | | | |
|--|-----------|---|
| <input type="checkbox"/> Round Tables | OR | <input type="checkbox"/> Rectangle Tables (up to 50 people) |
| <input type="checkbox"/> Prize / Gift Table | | <input type="checkbox"/> DJ Table |
| <input type="checkbox"/> Head Table # of persons _____ | | <input type="checkbox"/> Registration Table |

Special requirements for room set up: _____

Times

Please indicate the times required for your event:

- | | |
|--|--|
| <input type="checkbox"/> Decorating (time will need to be approved by The Dunes) | <input type="checkbox"/> * Supper |
| <input type="checkbox"/> Cocktails | <input type="checkbox"/> Midnight Lunch |
| <input type="checkbox"/> Hors D'oeuvres | <input type="checkbox"/> Last Call (latest time is 12:00 AM) |

* Supper times will honored on a first come, first serve basis

Audio Visual

- | | | | |
|--|-------------|--|-------------------|
| <input type="checkbox"/> Screen only | \$9.00/day | <input type="checkbox"/> Projector | \$50.00/day |
| <input type="checkbox"/> Overhead Projector w/Screen | \$18.00/day | <input type="checkbox"/> PA system w/handheld mic | \$25.00/day |
| <input type="checkbox"/> 46" TV w/ VCR / DVD | \$25.00/day | <input type="checkbox"/> Flip Chart, markers & paper | \$15.00/per chart |

* Indicate how many flip charts are needed 1 2 3 4

Other

Will you be having a DJ? YES____ NO____ Socan Fee \$59.17
If yes please have DJ make arrangements with The Dunes

Will you be decorating? YES____ NO____
Please use designated corkboards on wall for decorating. Ladders are available, be user friendly.

Bar Service

Please indicate your choice(s) of bar service:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Drink Tickets <i>Please specify per person</i> _____ | <input type="checkbox"/> Cash Bar |
| <input type="checkbox"/> Host Bar | <input type="checkbox"/> Other |

Specific time period for host tab. Please specify the time. _____

Wine on Tables

- | | |
|---|--|
| <input type="checkbox"/> 1 Bottle of wine on table | <input type="checkbox"/> 1 Bottle of white & 1 Bottle of red |
| <input type="checkbox"/> Red <input type="checkbox"/> White | House wine \$23.00/ bottle |

Prices may vary for special requests and may be considered depending on availability.
If any special orders are required, please place order 10 days in advance before event.

Other Drinks

- | | |
|---|--|
| <input type="checkbox"/> Fountain pop | Up to 50 people/\$50.00 plus a dollar for each additional person |
| <input type="checkbox"/> Non-Alcoholic punch (up to 50 persons) | \$50.00 *maximum 2 bowls |
| <input type="checkbox"/> Coffee | \$15.00/canister |
| <input type="checkbox"/> Tea | \$1.91/per tea bag |

Special Requirements:

Hors D'Oeuvres and Midnight Lunch

Please indicate your choices by placing check marks beside the desired selections.

Quantity of Platters

<input type="checkbox"/> One dozen wings, dry ribs, veggies & dip, nachos	\$22.95
<input type="checkbox"/> One dozen wings, dry ribs, onion rings, potato skins, and nachos	\$26.95
<input type="checkbox"/> One dozen wings, nachos, mozza sticks, pig wings, veggies & dip, and potato skins	\$29.95
<input type="checkbox"/> Fruit Tray	\$75.00/per tray
<input type="checkbox"/> Meat and Deli Tray	\$50.00/per tray
<input type="checkbox"/> Cheese and Cracker Tray	\$60.00/per tray
<input type="checkbox"/> Veggies & Dip	\$50.00/per tray

Menu

* **Plated service will be provided for functions with 25 guests or less.**

* **The menu selection must be given to the Functions Coordinator at least 10 business days before your event**

Please indicate your choices by placing a check mark in the appropriate spaces.

<input type="checkbox"/> A	Choose ONE of the Meats below	\$22.95/person
<input type="checkbox"/> B	Choose TWO of the Meats below	\$25.95/person
	<input type="checkbox"/> Carved Roast Beef <input type="checkbox"/> BBQ Chicken <input type="checkbox"/> Baked Ham <input type="checkbox"/> Carved Roast Turkey	
<input type="checkbox"/> C	Steak Dinner - 8oz Rib Eye (1/person)	\$25.95/person
<input type="checkbox"/> D	Carved Prime Rib Dinner	\$29.95/person
<input type="checkbox"/> E	Carved Prime Rib Dinner and choice of:	\$34.95/person
	Baked Ham <input type="checkbox"/> Roast Turkey <input type="checkbox"/> BBQ Chicken <input type="checkbox"/>	
<input type="checkbox"/> H	Beef on a Bun Au Jus	\$15.95/person

Please choose side orders for your meal. Sides are included in price of plates

One of:	One Of:	Two of:
<input type="checkbox"/> Garlic Mashed Potato	<input type="checkbox"/> Vegetable Medley	<input type="checkbox"/> Tossed Salad
<input type="checkbox"/> Garlic Roasted Potatoes	<input type="checkbox"/> Glazed Carrots	<input type="checkbox"/> Potato Salad
<input type="checkbox"/> Baked Potato	<input type="checkbox"/> Broccoli and Cheddar	<input type="checkbox"/> Caesar Salad
<input type="checkbox"/> Rice	<input type="checkbox"/> Corn	<input type="checkbox"/> Coleslaw
		<input type="checkbox"/> Pasta Salad

Meal Packages include buns, butter, and assorted desserts.

Added Extras

Perogies and Cabbage Rolls \$6.00/person

Please inquire about any special menu choices that you may have.

Allergies

The Dunes will prepare separate meals for anyone with allergies. Please list the person(s) name(s) and their specific allergy.

Prices are subject to change without notice.

Prices DO NOT include GST.