

*The Dunes Golf & Winter Club*  
*2010 Meeting 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.

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For further information, Contact

**Leanne Wolfe**  
*Functions Coordinator*

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

EMAIL: [functions@thedunes.ca](mailto:functions@thedunes.ca)

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

<b>Meeting Name:</b>	_____
<b>Date:</b>	_____

## The Dunes Golf and Winter Club 2010 Meeting 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 \$250.00** 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.
- The Dunes will supply black or brown linens for your event. If preferred, any other color of linens can be special ordered and charges will apply

### Room Set Up

Please indicate your choice of tables

- |                                       |    |   |
|---------------------------------------|----|---|
| <input type="checkbox"/> Round Tables | OR | <input type="checkbox"/> Rectangle Tables |
|---------------------------------------|----|---|

**Style of Setup**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Boardroom   | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> U-shape (only for groups under 40people)                  | <input type="checkbox"/> Theatre   |
| <input type="checkbox"/> Extra Table for breakout - please indicate how many _____ |                                    |

Special requirements for room set up:

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### Times

Please indicate the times required for your event:

<input type="text"/> Set-up	OR	<input type="text"/> Start		<input type="text"/> Finish
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### 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"/> Flip Chart, markers & paper | \$15.00/per chart | <input type="checkbox"/> 46" TV w/ VCR / DVD      | \$25.00/day |

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

### Refreshments

Please indicate your choice of refreshments and time of serving:

		AM	PM
<input type="checkbox"/> Coffee	\$15.00/canister	_____	_____
<input type="checkbox"/> Tea	\$1.91/each	_____	_____
<input type="checkbox"/> Hot Chocolate	\$2.14/each	_____	_____
<input type="checkbox"/> Bottled Soft Drinks	\$2.14/each	_____	_____
<input type="checkbox"/> Bottles of Juice/Water	\$2.14/each	_____	_____
<input type="checkbox"/> Pitchers of Orange Juice	\$5.50/pitcher	_____	_____
<input type="checkbox"/> Pitchers of Fruit Punch	\$5.50/pitcher	_____	_____

### Snacks

Please indicate your choices and time of serving:

		AM	PM
<input type="checkbox"/> Muffins	\$1.75/each	_____	_____
<input type="checkbox"/> Pastries	\$1.75/each	_____	_____
<input type="checkbox"/> Squares	\$1.75/each	_____	_____
<input type="checkbox"/> Veggies & Dip	\$50.00/per tray	_____	_____
<input type="checkbox"/> Meat & Deli Tray	\$50.00/per tray	_____	_____
<input type="checkbox"/> Fruit Tray	\$75.00/per tray	_____	_____
<input type="checkbox"/> Cheese & Cracker	\$60.00/per tray	_____	_____

### Menu

**All meals served at The Dunes Golf & Winter Club are buffet service.**

#### Breakfast

- Continental Breakfast (minimum 10 people) \$9.95/person  
 - includes Fruit tray, pastries, muffins, cheese tray, cereal
- Breakfast Smorg (minimum 10 people) \$13.95/person  
 - eggs, two meats sausage, bacon or ham, hash browns, french toast, fruit tray

#### Lunch

- Lasagna Buffet \$14.95/person  
 - includes Ceasar Salad, garlic toast, and dessert
- Soup & Sandwich Buffet (1-1/2 per person) \$11.95/person
- Fish and Chips Buffet \$14.95/person  
 - Cole Slaw, and dessert
- Beef on a Bun **OR** Build your Own Burger ( Please choose One) \$15.95/person  
 - includes potato wedges, ceasar salad and dessert
- Stir Fry Buffet \$16.95/person  
 1 choice of:  Chicken  Beef  
 - Ceasar Salad, garlic toast and dessert

Lunch Serving Time \_\_\_\_\_

Lunch Paid for by Function?  YES  NO  
 If NO, who is responsible for payment? \_\_\_\_\_

### Allergies

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

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Prices are subject to change without notice.

**Prices DO NOT include GST.**