

# Wedding, Banquet & Special Event Information & Policies

## Menu

Entrée selections must be submitted 14 days prior to your event.

Per Wisconsin Administrative Code (DH & SS, Section 196.07) no food may be allowed in any function room from outside sources. The only exception is desserts. There are absolutely no other exceptions.

Any leftover food cannot leave the property.

There is no additional charge for cake cutting following dinner. A charge of \$50 will be added if you prefer Seven Lakes to cut and serve the cake later during the dance. If you choose to cut your own cake during the dance you must bring your own paper plates and utensils.

## Bar Service

The upstairs banquet hall has the main bar. However the downstairs banquet room has a small bar.

Bartenders are provided at no additional charge for the upstairs banquet room.

Bartenders are NOT provided for the downstairs banquet room.

To have a bartender in the downstairs room, a charge of \$10.00 per hour plus tip with a minimum of 4 hours is required. A minimum of 40 guests or more to have this option.

A full selection of cocktails, beer and wine are available.

Hosted and non-hosted bar service is available. In the event of a hosted bar the tab will be added to the bill at the conclusion of your event and charged a 15% gratuity for the bar staff.

Any carry-in alcohol containers will be disposed of by our staff. There are no exceptions to the rule and includes any alcohol being consumed on Seven Lakes grounds that was not purchased at Seven Lakes Golf and Dining.

## Booking

Deposits of \$250 for the Upstairs banquet room and \$150 for the Downstairs banquet room. On Sunday's the downstairs banquet room is unavailable until 2pm. In order to use our Downstairs banquet room, besides the \$150 deposit, a minimum of \$400 in food and drinks is required. If the minimum is not met, you will have to pay the difference. Upstairs banquet room minimum is \$500. This deposit is non-refundable and non-transferable. Cash, credit card, or personal check are acceptable forms of payment for deposits. In addition for weddings, 6 weeks prior to your reception an additional \$1000 will be secured via credit card and charged if you cancel the date within the six weeks prior to your reception.

We require a 125 adult minimum for all Saturday night bookings in the Main banquet room. There is no variance or deviations from these minimums. You will be charged those minimums if the guest counts do not meet these amounts.

Payment is due at the end of your event. Cash, credit card and checks are acceptable forms of payment.

Prices are guaranteed for the calendar year, meaning pricing that comes out on the 1st of January is guaranteed until December 31st of that year. Your pricing is reflective for the year of your event, not the year you signed a contract.

We do not allow tape to be used on any walls or woodwork. Confetti and glitter is not permitted. (If Confetti is used a \$75.00 Clean up fee will be charged.)

An estimated guest count is required 2 weeks prior to your event, with a final due 72 hours prior. For Buffet and Family Style Service we will charge for the count given 2 days prior to the event (within 5 percent) or the number of guests served, whichever is greater.

All decorations, centerpieces, etc must be removed from the hall the night of your event.

The Main banquet room and downstairs banquet room that has been reserved for your event will be ready at 9 a.m. the day of your event.

We feature onsite weddings here at Seven Lakes Golf & Dining. The waterfront Tiki Bar area for \$200 or Driving Range overlooking hole number 10 for \$100. Chairs are available to rent for the ceremony for \$1.00 per chair.

# Seven Lakes Golf & Dining

## Event Contract

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

### Contact Information:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

Main Hall \_\_\_\_\_ Downstairs \_\_\_\_\_

Deposit of \$250.00 Main Hall or \$100.00 Downstairs Room

Received \_\_\_\_\_ via Check# \_\_\_\_\_ Cash \_\_\_\_\_ or Credit Card \_\_\_\_\_

Name and Address of Party Making Deposit:

\_\_\_\_\_  
\_\_\_\_\_

### Booking

- Deposits of \$250.00 for the Main Hall and \$150.00 for the Downstairs room are required for all bookings. The deposited amount will be deducted from the final bill. This deposit is non-refundable and non-transferable. Cash, credit card, or personal checks are acceptable forms of payment for deposits. In addition, 6 weeks prior to your reception an additional \$1000.00 will be secured via credit card and charged if you cancel the date within the six weeks prior to your reception.
- We require a 125 adult minimum for all Saturday night bookings in the Main Hall. Main hall is NOT available to rent on Friday nights.
  - Payment is due at the end of your event. Cash, credit card, business or personal checks are acceptable forms of payment.
  - Prices listed do not include 18% service charge and applicable sales tax. (Except for wedding packages)
    - Prices listed include table linen along with linen-like napkins (weddings only)
- We do not allow tape to be used on any walls or woodwork. Confetti and glitter is not permitted. (If Confetti is used a \$75.00 Clean up fee will be charged.)
  - There is no room rental fee as long as food is ordered for your event.

- *An estimated guest count is required 2 weeks prior to your event, with a final due 1 week prior.*
- *We will charge for the count given 1 week prior to the event (within 5 percent) or the number of guests served, whichever is greater.*
  - *All decorations, centerpieces, etc must be removed from the hall the night of your event.*
  - *Any carry-in alcohol or non-alcoholic containers will be disposed of by our staff. There are no exceptions to this rule, which also includes any alcohol being consumed on Seven Lakes grounds that was not purchased at Seven Lakes Golf & Dining.*
- *The room that has been reserved for your event will be ready at 9 a.m. the day of your event. At this time you may bring in your own decorations, centerpieces, etc.*

### **6 Week Wedding Planning Meeting**

*We like to meet six weeks prior to your wedding to begin to finalize the menu, estimated guest counts, etc. Here is some of the information we will request from you.*

- **Menu Choices: Type of Wedding Package - Family or Buffet Style**
  - **Estimated Guest Count**
  - **Guest Time of Arrival**
  - **Time of Dinner Service**
  - **Appetizers prior to dinner**
    - **Pizzas during the dance**
- **Hosted Beer and Soda, or Hosted Bar and Times**
  - **Linen Table Cloth**
  - **Linen-like Napkin Colors**
- **How many guests on the head table**
- **How many family tables are to be reserved**
- **Table arrangements (round and squares or rows)**
  - **DJ/Band location**

*\*A secured credit card authorization of \$1000.00 is due at this time. This amount will be charged to the account if the date is canceled within this six week time period. Nothing will be charged to this card unless the date is canceled.*

Credit Card Type \_\_\_\_\_ # \_\_\_\_\_ Ex. \_\_\_\_/\_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Telephone \_\_\_\_\_

*I have read and understand all of the policies of Seven Lakes Golf and Dining stated in this contract. I understand that in the event my wedding is cancelled my deposit is non-refundable and non-transferable. I also understand that following our six week meeting all deposits and credit authorizations are non-refundable. Seven Lakes Golf & Dining guarantees pricing for each calendar year. Pricing that comes out January 1<sup>st</sup> of the calendar year of the wedding is*

**pricing for the full year. Please read all policies and regulations thoroughly prior to signing this contract.**

Bride \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Groom \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Coordinator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Banquet Menu For Smaller Parties / Events**

Cold Sandwiches (Build Your Own)

\$7.00 Per Person

Hoagie Buns or Croissants (add \$0.50 per person)

Includes: Ham & Turkey

2 Types of Cheese, Lettuce, Tomato, Red Onions, Pickles, Mayo and Butter

**Hot Sandwiches**

Hot Turkey & Gravy.....\$7.00/lb  
Hot Roast Beef & Aus Jus or Gravy.....\$7.00/lb  
Slow Roasted Pot Roast.....\$8.00/lb  
Hot Tamales (Sloppy Joes).....\$6.00/lb  
Hamburgers.....\$3.00 per piece  
Brats.....\$3.00 per piece  
Chicken Breast Sandwiches.....\$3.00 per piece

\*All Sandwiches Include Buns and Condiments\*\*

**Budget Friendly Options (Great for Rehearsal Dinners)**

Pizza.....\$8.00 pp  
Pizza & Garlic Bread.....\$8.50 pp  
Pizza, Garlic Bread, Salad.....\$9.75 pp  
Pizza & Chicken Wings.....\$9.75 pp  
Pizza & Salad Bar .....\$9.25 pp  
Pizza, Wings, Garlic Bread.....\$10.25 pp  
Pizza, Wings, Potato.....\$10.50pp  
Pizza, Broasted Chicken, Potato.....\$10.25 pp  
Pizza, Wings, Salad Bar.....\$10.50 pp  
Pizza, Broasted Chicken, Salad Bar.....\$10.50 pp  
Pizza, Wings, Potato, Salad Bar.....\$11.50 pp  
Pizza, Broasted Chicken, Potato, Salad Bar.....\$11.50 pp  
Pizza, Pasta (1), Garlic Bread.....\$10.50 pp  
Pizza, Pasta (1), Salad Bar.....\$11.00 pp  
Pizza, Pasta (1), Garlic Bread, Salad Bar.....\$12.00 pp  
Pasta (1), Garlic Bread.....\$9.00 pp  
Pasta (2), Garlic Bread.....\$10.00 pp  
Pasta (1), Garlic Bread, Salad Bar.....\$11.00 pp

Pasta (2), Garlic Bread, Salad Bar.....\$12.00 pp  
 Soup (1), Salad Bar.....\$7.00 pp  
 Soup (2), Salad Bar.....\$8.00 pp

Potato Choices: Seasoned Wedges or French Fries

Pasta Choices: Baked Mostaccioli, Baked Ziti, Lasagna, Baked Chicken Alfredo

Soup Choices: French Onion, Chicken Noodle, Cream of Potato

\*\*Prices are Per Person and DO NOT include tax or gratuity\*\*

**APPETIZERS AND TRAYS**

Mini Tacos (served with salsa and sour cream) 100 pieces.....\$40.00  
 Cocktail Meatballs.....160 pieces \$35.00.....320 pieces \$60.00  
 Swedish Meatballs.....160 pieces \$35.00.....320 pieces \$60.00  
 Breaded Chicken Strips (with choice of dipping sauce)...40-50 pieces.....\$55.00  
 Chicken Wings.....50 Wings \$40.00.....100 Wings \$70.00  
 Buffalo Wings.....50 Wings \$45.00.....100 Wings \$75.00  
 Boneless Wings..... .75 Cents Each.....Boneless Buffalo Wings..... .85 Cents Each  
 Mini Corn Dogs..... .30 Cents Each  
 Naked Cheese Curds (Yellow or White).....\$12.00/lb  
 Boiled Shrimp 21-25 Shrimp/lb.....\$13.00/lb  
 Breaded Fantail Shrimp...21-25 Shrimp/lb.....\$14.00/lb  
 Garlic Bread.....\$0.75 per piece  
 Garlic Bread with Cheese.....\$1.00 per piece  
 Bavarian Pretzel Sticks (With nacho cheese or honey mustard.....\$1.50 per piece  
 Fries.....\$3.00/lb  
 Seasoned Wedges.....\$4.00/lb  
 Potato Salad...(Cold or German).....\$4.00/lb  
 Pasta Salads.....\$5.00/lb  
 Coleslaw.....\$3.50/lb  
 Baked Calico Beans.....\$5.00/lb  
 Veggie Tray.....Small Tray \$25.00.....Large Tray \$35.00  
 Fruit Tray.....Small Tray \$30.00.....Large Tray \$45.00  
 Cheese Tray with Crackers.....\$25.00  
 Cheese & Sausage Tray.....\$30.00  
 Shrimp Dip with Crackers.....\$25.00  
 Taco Dip with Homemade Tortilla Chips.....\$25.00  
 Homemade Tortilla Chips and Salsa.....\$18.00  
 Chips and Dip (French Onion).....\$12.00  
 Breakfast Pizza.....\$25.00 each  
 French Toast Sticks.....\$3.75/lb.....Beligum Waffle Stick \$4.00/lb...Both served with syrup  
 Cinnamon Rolls..... .75 Cents Each  
 Yogurt and Granola(5lbs).....\$20.00  
 Exquisite Fruit Tray (Blue,Black,Rasp,Strawberries and Kiwi)....Small (15-20) \$40.....Large (20-30) \$50  
 Kneecaps(10 Count).....\$.50 each

Funnel Cake Fries.....	\$2.00/lb	
Linens (White or Black).....	\$3.00 per table	
Paper Plates and Napkins, Plastic Silverware (24 count).....	\$12.00 per bundle	
Pitchers of Soda...or Carafes of Milk.....	\$6.00 each	
Cans of Soda.....	\$2.00 each	
Pot of Coffee.....	\$8.00 each.....Carafes of Juice.....	\$7.00 each

## **WEDDING PACKAGES**

**PAR-** *Broasted Chicken, Choice of One Meat, Choice of Vegetable, Salad Bar on the buffet, White Linen Tablecloths, Domestic Beer and Fountain Soda after Dinner for 4 hours \$22.00 per person (This option is buffet style only!)*

**BIRDIE-** *Broasted Chicken, Choice of One Meat, Choice of Vegetable, Salad Bar on the buffet & Plated Salads for Head Table, Champagne (2 Bottles) for Head Table, White Linen Tablecloths, Domestic Beer and Fountain Soda after Dinner for 4 hours \$23.00 per person buffet / \$24.00 per person family style*

**EAGLE-** *Broasted Chicken, Choice of One Meat, Choice of Vegetable, Salad Bar on the buffet & Plated Salads for Head & Family Tables (2) , Champagne for Head & Family Table (4 Bottles), White Linen Tablecloths, White or Colored "Linen Like" Folded Napkins, Cake Cutting, Hors D'Oeuvres (Choice of One Cheese & Sausage Tray or Taco Dip) Vegetable Tray, Pizzas at 10pm (Up to 5 – To Be Served in Lounge or Bar Area), Domestic Beer and Fountain Soda after Dinner for 4 hours \$24.00 per person buffet / \$25.00 per person family style / ( Head & Family Table Will Be Served Family Style Automatically)*

**ALBATROSH-***Broasted Chicken, Choice of 2 Meats, Choice of Vegetable, Salad Bar on the buffet & Plated Salads for Head & Family Tables, Champagne for Toast (Up to 18 Bottles – 1 Bottle Per Table), White Linen Tablecloths, White or Colored "Linen Like" Folded Napkins, Cake Cutting, Hors D'Oeuvres (Cheese & Sausage Tray, Taco Dip, Vegetable Tray-To Be Served 1 Hour Before Dinner), Pizza at 10 pm ( Up to 5 Pizzas – To Be Served in Lounge or Bar Area), Domestic Beer and Fountain Soda after Dinner for 4 hours \$27.00 per person buffet / \$29.00 per person family style (Head Table & Family Table Will Be Served Automatically )*

***All Dinners Include – Broasted Chicken and additional entree from provided list, Mashed Potatoes, Gravy, Hot Vegetable, Dressing, Dinner Rolls, Coleslaw, Kneecaps, Milk & Coffee***

***All Packages Include Tax and Gratuity***

***\$250.00 Deposit Secures Wedding Date. All deposits will be applied to the final food bill . Not towards the bar bill. All deposits are not refundable or transferable.***

***Cancellations – Should a cancellation be necessary; all deposits will be forfeited.***

*Additional entree choices are as follows: Tenderloin Tips, Slow Cooked Pot Roast, Smoked Ham, Baked Haddock, BBQ Ribs, Fantail Shrimp, Swedish or Cocktail Meatballs*

## **Seven Lakes Banquet Menu**

**Meals Include: Mashed Potatoes, Gravy, Dressing, Hot Vegetable, Coleslaw, Dinner Rolls, Kneecaps, Milk and Coffee**

**Meat Choices Are As Follows:**

***Chicken* \$11.50 Buffet / \$12.50 Family Style**

***Chicken & Meatballs* \$12.00 Buffet / \$13.00 Family Style**

***Chicken & Tenderloin Tips* \$13.50 Buffet / \$14.50 Family Style**

***Chicken & Slow Roasted Pot Roast* \$13.50 Buffet/\$14.50 Family Style**

***Chicken & Fantail Shrimp* \$13.00 Buffet / \$14.00 Family Style**

***Chicken & Smoked Ham* \$12.00 Buffet / \$13.00 Family Style**

***Chicken & BBQ Ribs* \$13.50 Buffet / \$14.50 Family Style**

***Chicken & Baked Haddock* \$13.50 Buffet / \$14.50 Family Style**

***Chicken & 2 of the meats above* \$15.00 Buffet / \$16.00 Family Style**

**\*\*Prices are per plate and DO NOT include 5% tax and 18% gratuity\*\***

**\*Price are subject to change\***

## *Seven Lakes Wedding Packages*

Congratulations on your Big Day! Your wedding will be in good hands when you select Seven Lakes Golf and Dining.

We know how important your upcoming wedding is to the both of you and your families. Let us help you with the details, so you can enjoy every moment of the day.

Enjoy views of our well-manicured 18 hole golf course, which is great for pictures. Seven Lakes is conveniently located 10 minutes outside of Manitowoc and 30 minutes from Green Bay.

We look forward to working with you and your families and help celebrate your special day.

## Sports Banquet Menu

Pizza.....	\$8.00 pp
Pizza & Garlic Bread.....	\$8.50 pp
Pizza, Garlic Bread, Salad.....	\$9.75 pp
Pizza & Chicken Wings.....	\$9.75 pp
Pizza & Salad Bar .....	\$9.25 pp
Pizza, Wings, Garlic Bread.....	\$10.25 pp
Pizza, Wings, Potato.....	\$10.50pp
Pizza, Broasted Chicken, Potato.....	\$10.25 pp
Pizza, Wings, Salad Bar.....	\$10.50 pp
Pizza, Broasted Chicken, Salad Bar.....	\$10.50 pp
Pizza, Wings, Potato, Salad Bar.....	\$11.50 pp
Pizza, Broasted Chicken, Potato, Salad Bar.....	\$11.50 pp
Pizza, Pasta (1), Garlic Bread.....	\$10.50 pp
Pizza, Pasta (1), Salad Bar.....	\$11.00 pp
Pizza, Pasta (1), Garlic Bread, Salad Bar.....	\$12.00 pp
Pasta (1), Garlic Bread.....	\$9.00 pp
Pasta (2), Garlic Bread.....	\$10.00 pp
Pasta (1), Garlic Bread, Salad Bar.....	\$11.00 pp
Pasta (2), Garlic Bread, Salad Bar.....	\$12.00 pp
Soup (1), Salad Bar.....	\$7.00 pp
Soup (2), Salad Bar.....	\$8.00 pp

Potato Choices: Seasoned Wedges or French Fries

Pasta Choices: Baked Mostaccioli, Baked Ziti, Lasagna, Baked Chicken Alfredo

Soup Choices: French Onion, Chicken Noodle, Cream of Potato

\*\*Add Carafes of Milk and Pitchers of Soda for .75 Cents per person\*\*

\*\*\*Prices are Person Person and DO NOT include gratuity\*\*\*

\*\*\*\*All prices are tax exempt with valid tax id number\*\*\*\*

\*\*\*\*\*Gratuity is taxed by the government and is not tax exempt\*\*\*\*\*