

Ottumwa Country Club, 304 East Golf, Ottumwa, IA 52501 641-684-5491

Please read the following details and sign. Deposit is required at time of booking.

Cake Table:

We are happy to cut the cake for your event, however, there is a \$ 25.00 charge for this service.

Punch and Coffee:

We are able to provide punch for your reception, see attached prices. Coffee and tea is included if you purchase meals or the buffet. There is a beverage set up fee if meals are not purchased. There is a 18% gratuity on all beverages.

Food:

Please find enclosed current prices. All the prices quoted are subject to 7% sales tax and a 18% gratuity. If a sit down meal is served, the gratuity will be a minimum of 20%. All prices are subject to change. All food items, other than the items listed in the Cake Table section, must be purchased from the club. We do not allow any other food items to be brought in. If you are planning to have a meal served at your event, a guaranteed number of people attending is required 7 days before the event. We allow for a 5% difference on either side of the guarantee. You will be charged for the guaranteed number plus any additions. We require two meetings with the event coordinator. The first is generally 3 to 4 months before a wedding or in the case of a meeting or dinner, as soon as the event is booked.

Beverages: Beer is available for purchase by the keg for \$190.00 per 16 gallons. Cocktails are available either on a cash basis or an open bar basis with the host paying for those drinks. Champagne and house wine can be purchased from the club for \$14.00 per bottle. If special wine or champagne is brought in by the host, a \$10 per bottle corking fee will be charged. No other beverages of any kind will be permitted to be brought onto the premises by the patron, guests or invitees from outside without special permission of the management and the management reserves the right to make a charge for the service of such beverages. There is a 18% gratuity on all keg beer, bottle beer, canned beer, liquor and wine.

Entertainment: You may hire a band or DJ. We ask that the entertainment be set up before the event. It is your responsibility to provide the DJ or band with this information. Entertainment must dismantle and take equipment when event is over.

Decorating: We ask no duct tape, nails, or anything that will damage walls or linen be used. Candles may be used if you make sure there is something to catch the drip (wax stains the linen). If linen is damaged, you will be charged for the replacement. We cannot guarantee decorating before the day of the event. If no other events are scheduled the day before your event, you may decorate early with prior approval from management.

Rent: See attached event planner.

Linen: There will be a fee charged for table linens when there is no meal served. The fee is \$1.00 per person. When meals or a buffet are purchased there is no charge for the tablecloths, napkins and skirting. If appetizers (excluding beverage and liquor charges) exceed \$2500, the linen charge is waived.

Damages: Ottumwa Country Club reserves the right to charge the renter for any damages to property caused by their guests.

Liquor Policy: The Ottumwa Country Club reserves their right to not serve any guest who may be intoxicated. They also reserve the right to not serve any guest who cannot provide valid identification to verify their age.

Payment: A \$500.00 Deposit is to be paid at the time the room is reserved for weddings and receptions. A \$100 deposit is required for meetings. Members and non-members are required to make a deposit. Without a deposit, we do not consider the room to be reserved. If the reservation is canceled, the deposit is refunded only if we rebook the date. If the room is not rebooked, the deposit is forfeited. The deposit will be credited to the bill. Payment shall be made in full no later than the Wednesday prior to the event. A valid credit card number must be put on file with the Ottumwa Country Club at time of booking for excess charges on the day of the event.

I understand the policies of the Ottumwa Country Club.

Date of Event _____

Signature _____ Date _____

Ottumwa Country Club
304 East Golf
Ottumwa, Iowa 52501
641-684-5491 Fax 641-683-7871

Dinner Buffet Banquets

All buffets include the following:

Entrée selection, choice of one potato, two hot vegetable selections and salad bar. Salad bar includes tossed green salad with dressings, croutons, bacon bits, cheese and tomatoes.

Coffee, decaffeinated coffee, and iced tea are included. Desserts are extra and priced according to selection. Also included is linen, china and wait staff. The meat selections are only possible suggestions. You may plan your own menu and bring in favorite recipes for entrees. We will price individualized menus according to portion size and the number of individuals in the guaranteed count. Specialty foods may require adjusted pricing and will be reflected in the proposal. There will be an additional charge of \$8.50 per hour for a bartender if a back bar is needed for the event.

All prices are priced per person, appetizers will be charged separately. Events will be billed for the number

confirmed on a guaranteed count ten days prior to the function. A minimum of 30 people are required to set up a buffet. A deposit is required when date is booked. Payment is required prior to or on the day of the event. All prices are subject to the 7% sales tax and 15% gratuity charge

\$13.95 per person-one choice

\$16.95 per person-2 choices

7% Tax and 15% Gratuity will be added

Herb Stuffed Chicken Breast

Prime Rib (add \$2 per plate)

Chicken Cordon Bleu

Chicken Kiev

Fried Chicken

Lemon Pepper Chicken

Stuffed Pork Loin with Raspberry Sauce

Grilled Shrimp

Stuffed Pork Loin

Country Ham