

## Ottumwa Country Club Event Planner

<b>FUNCTION:</b>	<b>Arrival Time:</b>
<b>Date of the Function:</b>	<b>Appetizer Time:</b>
<b>Contact Person:</b>	<b>Meal Served Time:</b>
<b>Billing Address:</b>	
<b>Phone:</b>	<b>Cell:</b>
	<b>Fax:</b>
<b>DO YOU NEED A SCREEN? \$15 Fee</b>	
<b>Number of People Expected:</b>	<b>Guaranteed Number of People:</b>
( 7 days prior to event )	
<b>Member:</b>	<b>YES          NO          Charge for Member Wedding on Course \$300</b>

### NON MEMBER ROOM RENTAL

### SPECIAL INSTUCTIONS

Wedding Reception Rental \$600.00          Flat Fee

Ballroom                                  \$100.00          Yes

East Room                                 \$100.00          Yes

Dining Room                              \$100.00          Yes

Porches ( 5 )                             \$ 50.00 each    Yes

Pool Side                                 \$1000            Yes

Golf Course Ceremony Available to Members Only \$300 Set Up Fee

N. Half 19th Hole                        \$ 50.00          Yes

### BEVERAGE SERVICES

OPEN BAR	YES	NO	CASH BAR	YES	NO
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Punch                                        \$ 60.00 per ( 100 )    Yes

Keg Beer	190.00	Yes	Number of Kegs	1	2	3	4	5
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Champagne	\$ 14.00 each	Yes	Number of Bottles
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House Wine	\$ 14.00 each	Yes
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Extra Bartender	\$ 9.00 per hour	Yes
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Bar Set Up Fee	\$ 25.00	Yes
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Coffee and Tea Set Up	Coffee, Tea, Lemonade Set Up
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\$.75 per person    Yes	\$1 per person    Yes
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**LINENS**

(Colors available: white, black, cream, pink, red, dk. green, lt. green , yellow, lt. blue, purple, gold, burg , med. blue)

Color Choice = Linen Charge if appetizer only event =\$1.00 per person \_\_\_\_\_ x \$1.00

Cake Cutting \$25.00 If appetizers exceed \$2500, the linen charge is waived.

**TYPE OF MENU**

\_\_\_\_\_Regular Menu \_\_\_\_\_Limited Menu \_\_\_\_\_Buffet \_\_\_\_\_Appetizers\_\_\_\_\_ Plated Out

**APPETIZERS**

**LIMITED, BUFFET, MENU**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

**DESSERTS** Yes No Selection =

**SPECIAL ARRANGEMENTS**

Live Music Yes No D J Yes No Start Time: Stop Time:

SCREEN Yes No \$15 VCR: Yes No \$10 DVD: Yes No \$10 TELEVISION: Yes No \$10

Extra Chair Rental = Our Cost Rental Chair Set Up and Take Down = \$1.00 per chair \_\_\_\_\_ X \$1.00

Rental Decorations List available upon request.

Trellis & Stage Rental \$40