



# WINDSOR COUNTRY GOLF CLUB



## Wedding Planner



## Wedding Information

### Site Inspections.

We welcome inspections of the function rooms and Clubhouse. Bookings can be arranged with our Functions Manager at your convenience.

### Bookings

Tentative bookings can be made to reserve a date and these can be held for a period of two weeks before confirmation is required.

All functions are based on a five-hour duration with guests required to vacate the premises within 15 minutes of the conclusion of the reception.

We ask that you advise your guests to consider the local residents and leave the Club and parking area as quietly as possible.

Lunchtime wedding receptions are available from 11.00 am till 4.00 pm. Dinner wedding receptions are available from 6.00pm.

### Deposit

A deposit of \$500 is required. The deposit will be considered as verification of a booking. In the event of the wedding being cancelled, notice must be given no later than three (3 months) prior to the event. Only then will a refund of \$400 be made. A retainer of \$100 will be held to cover the administration cost of interviews, phone calls and paperwork.

## *Dress regulations & Club policy*

All function hosts should ensure that they and their guests are suitably attired in the Clubhouse at all times. Smart casual attire is suitable for the Clubhouse.

### Food & beverage policy

We regret that we are unable to permit food or liquor to be brought on to the premises due to licencing laws.

Private functions & wedding receptions requiring a sit down meal at the price listed must have a minimum of 60 people or 70 for a cocktail menu. Smaller numbers are welcome but at an adjusted cost. Prices are subject to change.

Windsor Country Golf Club operates in accordance with the rules and regulations governing the scale of alcohol based on responsible service of alcohol standards.

## *Entertainment and music*

Entertainment can be organised on your behalf and a DJ is included in some of our wedding packages. The Club is happy for you to employ an entertainer of your choice, however they must adhere to Club requirements and directions from management on the day/night.

## *Function room and table set up*

These details will be discussed with the Functions Manager who can advise on room set up and table placement as well as other miscellaneous items such as cake tables & present tables. All tables are set with white linen cloths & napkins, cutlery, glassware and crockery.

## *Gifts and confetti*

Whilst the Club will take all reasonable care with gifts, which are brought to the premises, we will not accept any responsibility for their security. No confetti is allowed in the Clubhouse or on Club grounds.

## *Surcharges*

- ⊕ Sunday functions attract a 10% food and beverage surcharge
- ⊕ Public holidays attract a 25% food and beverage surcharge.(conditions apply)
- ⊕ Once a function has gone past five hours a \$100 surcharge per hour applies. (Time extensions are subject to management approval).
- ⊕ Cake cutting – we are happy to cut your cake and place it on a platter but should you wish it bagged for your guests then you will need to add \$3.00 per person.

## *Final numbers*

The final numbers attending a reception must be given seven days in advance. This number will be the minimum number charged on the final invoice. Final numbers may be increased but not decreased two (2) days prior to the event.

We will also need to be notified about any person with specific dietary requirements, persons under the age of 18 years and requirements for children such as children's meals and highchairs etc.

For licensing purposes we ask that you provide a typed list of all non-members attending your reception.

### *Payment conditions.*

All charges are based on present day costs and whilst Windsor Golf Club reserves the right to increase prices at 30 days notice, this will only be done when necessary and in line with CPI increases.

Two months from your wedding reception 50% of estimated costs must be paid. (A minimum payment of \$1000 applies). Five days from your wedding reception the balance of your estimated costs must be paid. A seven-day tax invoice will be issued for any balance outstanding after the function.

Organisers are financially responsible for any damage sustained to their property or that of Windsor Country Golf Club Limited during functions and until their guests are off the premises.



*Silver Wedding package*  
*\$65 per person*

5 hour wedding reception including:

4.5 hour beverage package including unlimited consumption of wine, draught beer, soft drinks and fresh juice.

Delicious two course meal followed by tea and coffee .

Meals served on an alternate basis, at no extra cost.

Professional wedding Disc Jockey.

Complimentary chair covers and gold coloured sash for bridal table.

Bridal change room

Dressed bridal and cake table.

Table decoration for the bridal table along with each guest table  
(candles)

(Based on a minimum of 60 guests, all rates inclusive of GST)

# *Silver Wedding package* *Menu Selection*

*(please choose two from each course, which will be served alternately).*

## **Main Course** (served with fresh seasonal vegetables)

Roast Beef

Roast Pork

Barramundi seared and served with garlic and lemon butter

Veal scaloppini with seeded mustard and mushroom sauce

Grilled chicken breast with carbonara sauce

Chicken vol-au-vents.

## **Dessert**

Pavlova topped with cream and seasonal fruit

Apple and cinnamon crumble with warm warm custard

Apple strudel with fresh cream

Profiteroles with chocolate fudge sauce

Tiramisu



## *Gold Wedding package*

*\$75 per person*

5 hour wedding reception including:

4.5 hour beverage package including unlimited consumption of wine, draught beer, soft drinks and fresh juice.

Australian sparkling wine for the official toast.

Chef's selection of pre dinner canapés served on the balcony overlooking the Blue Mountains and golf course

Delicious three course meal followed by coffee, tea and chocolates.

Meals served on an alternate basis, at no extra cost.

Professional wedding Disc Jockey.

Complimentary chair covers and gold coloured sash for bridal table.

Bridal change room

Dressed bridal and cake table.

Table decoration for the bridal table along with each guest table  
(candles)

This package is based on our most popular requests however we are happy to tailor make an event to your specific request. (Based on a minimum of 60 guests, all rates inclusive of GST, smaller numbers are welcome at an adjusted price)

# Gold Wedding package

## Menu Selection

(Please choose two from each course, which will be served alternately).

### Entree

Raviol with pesto cream and sun dried tomato

Traditional Caesar salad

Chicken satay with peanut sauce and saffron rice

Cream of pumpkin soup with croutons.

Thai chicken filo parcel with cucumber mint raita

Smoked salmon with cucumber salsa

### Mains

Roast Beef

Roast Pork

Barramundi seared and served with garlic and lemon butter

Veal scaloppini with tomato, basil & mushroom sauce, finished with a touch of cream.

Grilled chicken breast with carbonara sauce

Chicken vol-au-vents.

### Dessert

Pavlova topped with cream and seasonal fruit

Apple and cinnamon crumble with warm warm custard

Apple strudel with fresh cream

Profiteroles with chocolate fudge sauce

Tiramisu



*Deluxe Wedding package*  
*\$85 per person*

5 hour wedding reception including:

Use of the golf course and lake with fountain for wedding photographs

4.5 hour beverage package including unlimited consumption of wine, draught beer, soft drinks and fresh juice.

Australian sparkling wine for the official toast.

Chef's selection of pre dinner canapés served on the balcony overlooking the Blue Mountains and golf course

Delicious three course meal followed by coffee, tea and chocolates.

Meals served on an alternate basis, at no extra cost.

Professional wedding Disc Jockey.

Complimentary chair covers and gold coloured sash for bridal table.

Bridal change room

Dressed bridal and cake table.

Table decoration for the bridal table along with each guest table  
( candles)

(Based on a minimum of 60 guests, all rates inclusive of GST, smaller numbers are welcome at an adjusted price)

# *Deluxe Wedding package* *Menu Selection*

*(Please choose two from each course, which will be served alternately).*

## *Entree*

Chicken or seafood vol-au-vent

Greek style gnocchi

Traditional Caesar salad topped with grilled chicken

Tandoori chicken breast sliced over a bed of vermicelli noodles in tangy lime sauce

Scallops topped with garlic and parsley butter on mixed leaves.

## *Mains*

Basil crusted Atlantic salmon topped with roasted tomato butter

Beef Wellington with mushroom and red wine glaze

Chicken breast with champagne sauce

Pork medallions with spiced apple jus

Chicken supreme filled with brie and quince jam.

Slow braised lamb shanks with port wine jus.

## *Dessert*

Berry Panna cotta

Crème Caramel served with fresh cream

Sticky date pudding with warm caramel sauce

Chocolate mousse served in chocolate cups.

Strawberries Romanoff served in brandy snap baskets

Lemon tart with fresh cream



*Cocktail Package*  
*\$50 per person*

4 hour wedding reception including:

1.5 Hours of Chef's selection of Hot and Cold Canapes

3.5 hour beverage package including unlimited consumption of wine, draught beer, soft drinks and fresh juice.

Australian sparkling wine for the official toast.

Professional wedding Disc Jockey.

Bridal change room

Dressed bridal and cake table.

Table decoration on bridal table.

(Based on a minimum of 70 guests, all rates inclusive of GST)



*Cocktail Package*  
*\$65per person*

5 hour wedding reception including:

2 Hours of Substantial Hot and Cold Canapes

4.5 hour beverage package including unlimited consumption of wine, draught beer, soft drinks and fresh juice.

Australian sparkling wine for the official toast.

Professional wedding Disc Jockey.

Bridal change room

Dressed cake table

Table decoration on bridal table.

(Based on a minimum of 70 guests, all rates inclusive of GST)



# Wedding booking confirmation form

This form must be returned along with your deposit. A booking cannot be confirmed until Windsor Country Golf Club receives this form.

## Personal Details:

Bride's full name:.....  
Phone:..... Mobile:.....  
Address:.....  
Email:.....

Grooms full name:.....  
Phone:..... Mobile:.....  
Address:.....  
Email:.....

### Other contacts:

Name.....relation.....Phone.....  
Name.....relation.....Phone.....

## Wedding reception information

Date of Reception.....Day:.....  
Reception start and finish time request:.....  
Approximate number of guests:.....  
Type of reception: Sit down Meal / Cocktail / Buffet (Please circle one)

How did you hear about the Windsor Country Golf Club (please tick appropriate box(es))

- Newspaper Advertising  WCGC website  Member  
 You have attended another function at WCGC  Personal recommendation  
 Other (please specify).....

I understand and agree to all the terms and conditions outlined in the Wedding Planner supplied.

Name.....  
Signature:.....Date:.....

### Office Use Only

Site inspection date:.....  
Date planner supplied:.....  
Date deposit & confirmation form received:.....  
50% of estimated costs payment to be made by:.....  
Balance of estimated costs to be paid by:.....  
Final balance outstanding after function to be paid by:.....