



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 along with the signed contract. 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. 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

A DJ is included in 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 (8 to a table) 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 \$150 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 with the tea and coffee at no charge but should you wish it bagged for your guests then you will need to add \$3.00 per person.
- ⊕ We can organize for the use of golf carts (subject to availability and times) for you to be able to take photos on the course at a cost of \$25 per cart.

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.



Bronze Wedding package
\$90 per person

5 hour wedding reception including:

4.5 hour beverage package including unlimited consumption of wine, tap 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 (Choose one of the following options) followed by coffee & tea
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

White skirting on the bridal and cake table

Table decoration for the bridal table along with each guest table
(pillar candles in glass vases)

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)

Bronze Wedding package

Menu Selection 1

(please select 2 dishes from each course)

Entree

- Pumpkin soup with crusty damper roll
- Grilled Chicken Tenders with tang lime dressing served on a bed of rocket lettuce
- Salmon croquettes with a cucumber salsa
- Stuffed mushrooms with bacon , Onion & spinach

Main Course

- Baked chicken breast topped with creamy wine jus
- Braised steak of beef served with a wild mushroom sauce
- Pork chops served with savoury apple Sauce
- Baked perch fish fillet topped with a lemon & herb crust

Dessert

- Individual pavlova topped with cream & passion Fruit
- Vanilla Bavoires with strawberry coulis
- Cream Caramel with fresh Chantilly cream
- Mixed Berry Crumble with vanilla ice cream



Silver Wedding package
\$100 per person

5 hour wedding reception including:

4.5 hour beverage package including unlimited consumption of wine, tap 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 (Choose one of the following options) followed by coffee & tea
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

White skirting on the bridal and cake table.

Table decoration for the bridal table along with each guest table
(pillar candles in glass vases)

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)

Silver Wedding package

Menu Selection

(please select 2 dishes from each course)

Entree

- Grilled Tandoori prawn skewers served with a tangy lime yoghurt
- Thai fish cakes served with dipping sauce
- Lamb Kofta served with parsley salad
- Spinach & cheese ravioli topped with a supreme sauce

Mains

- Grilled salmon fillet topped with a lemon lime dressing
- Stuffed chicken breast with bacon & sundried tomato topped with herb jus
- Grilled pork loin chop topped with sage gravy
- Veal culet served with red wine gravy

Dessert

- Lemon & lime tart with vanilla ice cream
- Raspberry soufflé with double cream
- Sticky date pudding with caramel sauce & ice cream
- Individual meringue pie's with fresh fruit



Gold Wedding package
\$120 per person

5 hour wedding reception including:

4.5 hour beverage package including unlimited consumption of wine, tap 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 (Choose one of the following options) followed by coffee & tea
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

White skirting on the bridal and cake table.

Table decoration for the bridal table along with each guest table
(pillar candles in glass vases)

(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 select 2 dishes from each course)

Entree

- Fresh prawn cocktail salad
- Moroccan lamb skewers served with Cous cous
- Seafood Misto hot pot served with crusty dipping bread
- Thai beef salad

Mains

- Beef fillet of wellington topped with red wine gravy
- Grilled snapper topped with lemon & ginger dressing
- Lamb rump topped with a rosemary cream gravy
- Grilled Chicken Florentine

Dessert

- Individual mango & berry cheese cakes
- Lemon pudding
- Black Forrest & strawberries
- Cream Brule's



Cocktail Package *\$80 per person*

4hour 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

Limited number of cocktail table settings (includes table decorations)

Dressed cake table.

(Based on a minimum of 60 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:.....