



*Wedding Planning Guide  
and Catering Menu*

# *Wedding Planning Guide*



## *Entertaining at South Park Country Club*

*The only rule when entertaining is to keep the guests comfort and enjoyment in mind. Anything uncomfortable for your guests must be avoided. Among the most common mistakes is loud music, an awkward seating arrangement, a late dinner hour, and lengthy speeches or toasts.*

## *Budgeting*

*Cost is a primary concern in planning an event. The first step in planning is to set a realistic budget. The budget will frequently determine the time of day, the style and manner in which you entertain.*

## *Style of Service*

*Food is often the primary focus when entertaining, even during important occasions, such as weddings, when the emphasis is on the occasion not the food. The food and service will determine the whole tone of the event.*

*A **served meal** is the most formal way of entertaining.*

***Buffet service** is more casual, but you can offer a wider variety of foods.*

***Cocktail buffets**, featuring a large assortment of finger foods, are gaining in popularity because the guests can mingle freely and are not rigidly assigned a table for the evening.*



# Wedding Planning Guide

## What to Serve

*Once you've established the style of service, decide the main course and the number of courses you want to serve.*

***Hors d'oeuvres** add an elegant touch at dinner. If dinner will begin late or if the cocktail hour will extend beyond one hour, hors d'oeuvres are a must!*

***Appetizers** are a gracious way to begin a served meal. Portions are necessarily more modest the more courses you serve.*

***Salad** can be more than a bowl of greens and with the addition of smoked shrimp or a wedge of Brie cheese, can replace an appetizer. An intermezzo sorbet can be substituted for the salad when fine wines are featured. An intermezzo sorbet should not be a sweet sorbet because the sugars will overwhelm the wine.*

***The Main Course** is the focal point of the meal and can be beef, veal, chicken, seafood, and/or wild game. We have access to a wide variety of choices that our experienced team of chefs will expertly prepare.*

***Dessert** can be a simple and refreshing fresh fruit or sorbet or an elaborate pastry or chocolate confection. If you are unsure, a dessert buffet is the ultimate temptation.*

# *Wedding Planning Guide*



## *Beverage Service*

*The rule-of-thumb is to expect two drinks per person the first hour and one drink for every hour thereafter. For an event lasting four hours, each guest will typically drink four to five beverages. Keep in mind that this is only an average; consumption could be higher for festive occasions or weekend events.*

## *Time*

*Timing will influence the mood of the event and the costs. Evening affairs are more festive than daytime events. Guests will consume more alcohol and expect to be well fed during evening affairs. An experienced host knows to plan plenty of food, even for a cocktail party, if the party begins before 8:00 PM.*

*What time is best to begin an evening party? Cocktails at 7:00 PM and dinner at 8:00 usually allows the guests plenty of time to gather. Guests can be invited earlier on Saturdays and Sundays when rush hour traffic is not a problem. An early evening is especially recommended on Sundays.*

## *Seating Arrangements*

*The best number for lively conversation is eight to ten people. Therefore, we recommend seating at **round tables** of up to eight.*

## *Designated Seating*

*Seating your guests in congenial groups will assure a successful party. Unfortunately, this is a difficult task. There is no correct formula, only your knowledge of your guests can guide*



# *Wedding Planning Guide*

## General Information

**Guaranteed Attendance:** *The guarantee of attendance for private functions must be given four business days in advance of the event (business days are considered Tuesday through Friday). The bill will reflect the final guarantee or actual attendance whichever is higher.*

**Cancellations:** *Failure to cancel a confirmed event in writing at least two weeks prior to the scheduled date will result in a charge of all related expenses incurred by the Club.*

**Menu Arrangements:** *With the exception of wedding cakes, no food or beverage of any kind will be permitted to be brought on the Club premises without the approval of the General Manager or Food and Beverage Manager.* *South Park Country Club is responsible for the quality and freshness of the food served to our guests. Therefore, no food of any kind may be removed from the premises. All food and beverage event pricing are subject to change without notice.*

## Fees and Billing

**Tax and Service Charge:** *A 20% service charge and applicable state tax will be added to all food charges, beverage charges, room rental fees, bar fees, and services.*

**Billing:** *Members of South Park Country Club will be billed for private events on their monthly statement. Non-members will be required to pay in full the day of the event. Any remaining balances will be posted to the sponsoring member's account.*

# Wedding Planning Guide

## Event Requirement

**Room Rental Fees: \$1,000.00** Room rental charges are due when booking an event and apply to all non-member functions. Please contact the Catering Director for a list of fees. **The Club reserves the right to reassign event space according to size of party.** All room rental fees are non-refundable. Room rental fees include set-up, some Club incidentals, and clean-up.

**Minimums:** All room rentals require a food and beverage minimum and will depend on the room, the time of day, and the day of the week. The Club requires a guaranteed minimum of \$5,000 (room rental not-included) in revenue for events held on Friday or Saturday in the Main Dining Room, the Cocktail Lounge, and the Ballroom.

## Alcoholic Beverage Service

**Alcohol Policy:** South Park Country Club abides by the Kentucky and local laws pertaining to the sale and service of alcoholic beverages. The Club will not serve anyone under the age of 21 or to individuals appearing to be intoxicated. In the case of doubt regarding the age of young people, an acceptable I.D. will be requested. Management reserves the right to refuse service if state or local laws are being violated or when safety is in jeopardy.

**Cash & Host Bars:** A \$100.00 bartender set-up fee will be applied to the final bill on all sponsored events that request a cash bar or host bar. All cash bar charges are based upon consumption. Host bar charges are based on consumption or by package of choice.

**Vacate/Last Call:** The Club closes at 12:00 a.m. Guests must leave at this time. Last Call is at 11:45 p.m. or earlier. This allows sufficient time for our guests to make arrangements when vacating the premises.





# *Catering Menu*

## *Hors d'oeuvre*

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### **Tier 1 Cold Hors d'oeuvres - \$3.00 per piece**

- \* *Roasted Red Pepper Bruschetta*
- \* *Finger Sandwiches with Tuna, Benedictine, Pimento Cheese, Chicken, or Ham Salad (choice of three)*
- \* *Smoked Turkey and Honey Baked Ham on Cocktail Buns with Condiments*
- \* *Boursin and Goat Cheese Tartlet with Pine Nuts and Sun-Dried Tomatoes*
- \* *Benedictine and Apple Smoked Bacon on Lavash*

### **Tier 1 Hot Hors d'oeuvres - \$3.00 per piece**

- \* *Stuffed Mushrooms with Sausage and Cheese, Crab, or Italian*
- \* *Swedish or Barbecue Meatballs*
- \* *Spinach and Artichoke Dip with Tortilla Chips*
- \* *Mini Hot Browns*
- \* *Spanakopita*

A 20% service charge and state tax will be added to listed prices.



## *Catering Menu*

### *Hors d'oeuvre*

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#### **Tier 1 Hot Hors d'oeuvres - \$3.00 per piece (Continued)**

- \* *Petit Potato Skins with Cheddar, Bacon, and Sour Cream Dip*
- \* *Southwest Eggrolls*
- \* *Green Chile Wontons*
- \* *Country Style Chicken Tenders*

#### **Tier 2 Hot Hors d'oeuvres - \$3.25 per piece**

- \* *Petit Maryland Crab Cakes with a Tomato Rémooulade*
- \* *Thai Chicken Satay with Peanut Sweet Chili Dipping Sauce*
- \* *Crab Rangoons*
- \* *Scallops Wrapped in Bacon with Honey-Soy Drizzle*

A 20% service charge and state tax will be added to listed prices.



# *Catering Menu*

*Hors d'oeuvre*

## *Hors d'oeuvre Displays*

- \* *Cheese Display with Fresh Fruit Garnish ~ includes a variety of cheeses with fresh fruit garnish and assorted crackers **\$3.75 per person***
- \* *Fresh Vegetable Crudit  with Dip ~ assorted fresh vegetables with ranch dip **\$3.75 per person***
- \* *Seasonal Fresh Fruit Display ~ includes a variety of sliced fresh fruit with Pina Colada dip **\$4.00 per person***
- \* *Iced Jumbo Shrimp Bowl with Cocktail Sauce and Lemon Garnish **\$2.95 per shrimp***
- \* *Whole Smoked Salmon ~ served with lemon cream cheese, diced egg, capers, red onions, gherkins, and toasted croutons **\$125 per slab***
- \* *Antipasta Display ~ includes a variety of cheeses, marinated vegetables, and cured meats **\$6.50 per person***
- \* *Crab Meat Cocktail Display ~ includes fresh crab meat with lemons, cocktail sauce and crackers **\$6.00 per person***

A 20% service charge and state tax will be added to listed prices.



# *Catering Menu*

*Appetizers (Choose any 5 for \$18.95)*

## **Hot Appetizers**

- \* Potato Skins
- \* Southwest Egg Rolls
- \* Country Style Chicken Tenders
- \* Swedish or BBQ Meatballs
- \* Sausage and Cheese, Crabmeat, or Italian Stuffed Mushrooms
- \* Spinach and Artichoke Dip with Tortilla Chips
- \* Chicken Drumettes

## **Cold Appetizers**

- \* Smoked Turkey and Honey Baked Ham on Cocktail Buns with Condiments
- \* Finger Sandwiches with Tuna, Benedictine, Pimento Cheese, Chicken, or Ham Salad (choice of three)
- \* Fruit and Cheese Tray
- \* Fruit Kabobs (seasonal)
- \* Fruit Tray (seasonal)
- \* Domestic Cheese Tray
- \* Veggie Tray
- A 20% service charge and 6% state tax will be added to listed prices.





## *Catering Menu*

*Entrée Selection (All Buffets include 2 salads, 1 starch, 2 veggies, warm rolls, butter, coffee, and tea.)*

*Select One Entrées ~ \$17.95 per person*

*Select Two Entrées ~ \$22.95 per person*

*Select Three Entrées ~ \$27.95 per person*

*\* South Park's Southern Fried Chicken*

*\* Pan Seared Salmon ~ Salmon, Baby Spinach, Mushrooms, and Artichoke Hearts tossed with Dijon Cream Sauce and Penne Pasta*

*\* Mini Hot Browns with a Mornay Sauce*

*\* Kentucky Bourbon Chicken ~ Sautéed Chicken Breast over Spinach with Crisp Bacon & a Bourbon Cream Sauce*

*\* Mediterranean Tilapia ~ Pan Seared with Kalamata Olives, Black Olives, Tomatoes, and topped with Feta Cheese*

*\* Roast Sirloin of Beef with Burgundy Mushroom Demi*

*\* Chicken Marsala ~ Breaded Chicken Cutlets sautéed with a Madeira Mushroom Demi*

*\* Sliced Roast Turkey with Tarragon Spoon Bread and Pan Jus*

*\* Ratatouille over Orzo with Buffalo Mozzarella **(vegetarian)***

*\* Pork Dijonnaise ~ oven roasted Pork Loin topped with a Creamy Dijonnaise Sauce*

*For an additional \$2.95 per person Sliced Prime Rib*

A 20% service charge and state tax will be added to listed prices.



## *Catering Menu*

### *Banquet Buffets*

#### *Salad Selection*

*All Buffets come with a Mixed Garden Salad, a Choice of One Additional Salads, and Assorted Dressings.*

- \* Marinated Fresh Vegetable with Orzo*
- \* Spinach and Mushroom with Warm Bacon Dressing*
- \* Caesar Salad with Fresh Parmesan and Croutons*
- \* Sweet Pea, Water Chestnut, and Pimento*
- \* Waldorf Salad*
- \* Marinated Cucumber and Tomato*
- \* Seasonal Fresh Fruit*
- \* New Red Potato Salad*

A 20% service charge and state tax will be added to listed prices.



## *Catering Menu*

### *Banquet Buffets*

#### *Potato, Rice, or Pasta Selection*

*Choice of one item.* Add an additional item for \$2.95 per person

- \* *Au Gratin Potatoes*
- \* *Macaroni and Cheese*
- \* *Twice Baked Potato*
- \* *Oven Roasted Red Skin Potatoes*
- \* *Herbed Wild Rice Blend*
- \* *Whipped Potatoes*
- \* *Penne Pasta, Sun-Dried Tomatoes, Onions, and Mushrooms*
- \* *Parsley Red Skin Potatoes*
- \* *Roasted Garlic Smashed Potatoes*

A 20% service charge and state tax will be added to listed prices.



## *Catering Menu*

### *Banquet Buffets*

#### *Vegetable Selection*

*Choice of two items.* Add an additional item for \$2.95 per person

\* *Fresh Vegetable Medley*

\* *Country Style Green Beans*

\* *Fresh Steamed Broccoli*

\* *Buttered Corn O'Brien*

\* *Cauliflower Au Gratin*

\* *Southern Fried Apples*

\* *Green Beans Almondine*

A 20% service charge and state tax will be added to listed prices.

# BANQUET/ EVENT CONTRACT - TERMS & CONDITIONS

Account# \_\_\_\_\_

South Park Country Club believes in giving excellent service and providing the best possible experience for you and your guest. Rental is from 11:00am-12:00am

BRIDE OR COMPANY NAME:		
GROOM OR COMPANY CONTACT:		
DATE OF EVENT:		
MAILING ADDRESS		
CITY:	STATE:	ZIP:
PHONE #	CELL #:	
E-MAIL ADDRESS:		

ROOM RENTAL Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_

Cash  Credit card  Check # \_\_\_\_\_

South Park Country Club requires a \$1000.00 non-refundable deposit with all signed contracts.

- All alcohol **MUST** be purchased from South Park Country Club.
- All prices are subject to a 20% service charge and 6% sales tax.
- Cancellation inside to 6 months will result in payment to South Park Country Club of 50% of the estimated total.
- While it is helpful to our chef to provide your menu choice as soon as possible, the final menu selection with a 50% of the estimated total (non-refundable) is required no less than 30 days prior to the event.
- Due 7 days prior to event: Remaining Balance with Final Guaranteed number of attendees.
- Day of Event: Any additional expensed incurred the day of the event must be settled the day of the event.
- Any damage to the grounds or building will be paid for by client. Late fees on payment are assessed accordingly.

I UNDERSTAND AND AGREE TO THE ABOVE TERMS & CONDITIONS.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Banquet Coordinator \_\_\_\_\_ Date \_\_\_\_\_

