

# Royal Colwood Golf Club

*2018 Catering*

*Package*





## *"Life is Too Short for an Ordinary Golf Course"*

Thank you for considering Royal Colwood Golf Club as the host venue for your special event. With our outstanding clubhouse services, we are confident that your dream event can be a reality.

Royal Colwood Golf Club is a private golf club located in Victoria, British Columbia, Canada. Designed by Arthur Vernon Macan in 1913, Royal Colwood is a traditional style parklands championship course set amongst 450 year old Douglas firs and majestic Garry oaks. One of a select few in the world, Royal Colwood received its Royal designation from King George V in 1931.

The membership of Royal Colwood comes from all walks of life, united by their common love for the grand old game of golf. At Royal Colwood we are driven to provide our members and guests the highest possible hospitality standards. Our culinary team is committed to providing the freshest ingredients all beautifully prepared and presented to your guests. This catering package is designed to enable you to plan a successful event at one of BC's premiere private golf clubs. Together we will design an event that meets your goals while exceeding the expectations of your guests.

After reviewing the package please feel free to contact myself at your convenience to discuss the availability of dates and to answer any questions that you may have.

Sincerely,

Christina Byrne

Food & Beverage Manager

250-478-8331 extension 253

[christina.byrne@royalcolwood.org](mailto:christina.byrne@royalcolwood.org)



Prices are subject to 18% Gratuity & 5% tax

# *Catering & Wedding Services*

## ROYAL COLWOOD GOLF CLUB COMPLIMENTARY OFFERINGS

### GUEST TABLES:

- v Table Linen in a Variety of Color's
- v Skirted Gift Table, Head Table, DJ Table, Cake Table, Guest Book Table, etc.
- v Mirrors to Enhance your Centerpiece
- v Votive Candle Holders and Oil Tea Lights
- v Table Number Stands
- v Cutlery, Plate Ware and Glassware

### EQUIPMENT AND SERVICES:

- v Podium and Cordless Microphone
- v Satellite Background Music
- v Easels for Seating Charts and Pictures
- v Outdoor Patio and Furniture
- v Free Parking for Your Guests
- v Beautiful Outside Areas for Photos



### ADDITIONAL SERVICES:

- v LCD Projector & Laptop                      \$75  
(includes screen rental)
- v Wooden Dance Floor                      \$125



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# Room Rates

## THE DUNSMUIR ROOM - \$150.00

The Dunsmuir Room, which has its own entrance, is our room which works as a buffet room, a dance floor and a banquet room. It can comfortably accommodate up to 48 people and boasts a bay window looking over the fourth hole green and fifth tee.

## THE GRILL - \$200.00

This room is one half of our full sized banquet room. It is suitable for a sit down meal for up to 56 guests. Our bar is located directly in front of it and the room opens onto a patio with spectacular views of the golf course.

## SAYWARD ROOM - \$300.00

This is our most popular banquet facility. It includes the bar located adjacent to the Grill room and also connects via partition wall to the Grill & Dunsmuir Rooms. It can accommodate up to 72 people for a sit down meal. The Sayward room also features a floor to ceiling arched window opens to the spacious patio overlooking the immaculate golf course.

## THE ENTIRE CLUBHOUSE - \$500.00

For larger groups it is possible to open all partition walls so that the Grill, Sayward & Dunsmuir Rooms can be enjoyed as one large space. This area is be suitable for dinner/dance for up to 160 guests, and up to 200 for a cocktail reception It opens to the patio with spectacular views of the golf course and Colwood Lake

## CEREMONY FEE

All *outside* ceremonies will be subject to a \$500 location rental fee. *Inside* ceremonies are available for groups of 75 or less for a \$300 service charge. If an intermission is planned to take place during your ceremony and reception please see our catering manager for appetizer & beverage packages or a full list of destinations your guest may enjoy in the surrounding area.

## MEMBER FUNCTIONS

If you are a member of Royal Colwood Golf Club or an immediately family member of someone who is, please contact the Catering department for your member room rates.

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**Royal Colwood**  
**GOLF CLUB**

*Royal Experience*

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# Breakfast Buffet Selections

## RCGC CONTINENTAL - \$12.00

(Minimum 10 guests)

Assorted chilled juices

Assorted muffins, croissants, pastries & scones

Fruit preserves, and butter

Seasonal fresh fruit platter

Freshly brewed regular & decaffeinated coffee

Traditional & herbal tea



## AV MACAN BREAKFAST - \$18.00

(Minimum 20 guests)

Assorted Chilled Juices

Assorted Muffins, Croissants, Pastries & Scones

Fruit Preserves, and Butter

Seasonal Fresh Fruit Platter

Scrambled Eggs

Bacon and House Made Sausages

Garlic & Onion Potato Hash Browns

Freshly Brewed Regular & Decaffeinated Coffee

Traditional Tea



## PRINCE OF WALES BREAKFAST - \$22.00

(Minimum 20 guests)

Assorted Chilled Juices

Granola and Yogurt

Assorted Muffins, Banana Bread & Bagels

Whipped Butter & Fruit Preserves

Bacon, Sausage or Ham

Scrambled Eggs

Classic Eggs Benedict

Hash Brown Potatoes with Onions and Herbs

Seasonal Fresh Fruit Platter

Freshly Brewed Regular & Decaffeinated Coffee



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# Lunch Buffets

## SAYWARD PICNIC (min 10 pp) \$25

Soup of the Day (Chef Selection)  
Selection of Gourmet Sandwiches and Wraps  
Organic Field Greens, House-Made Vinaigrette  
Pickle Tray  
Assorted Dessert Squares  
Freshly Brewed Regular & Decaffeinated Coffee  
Traditional Tea



## HIGH TEA LUNCH (min 20 pp) \$23

Scones with Fruit Preserves  
Mini Pastries  
Tea Sandwiches  
Fruit Skewers  
Assortment of Sweets  
Freshly Brewed Regular & Decaffeinated Coffee  
Traditional Tea

## GOURMET BURGER BBQ (min 20pp) \$22

Mixed Greens Salad  
Caesar Salad Station  
German Potato Salad  
Vegetable Platter & Herb Dip  
From the BBQ  
Beef Burgers  
Chicken Breast  
Veggie Burger

## PASTA BAR (min 20 pp) \$26

Focaccia  
Classic Caesar Salad  
Arugula, Tomato and Bocconcini Salad  
  
Linguine with Pesto and Vegetables  
Penne with Meat Sauce  
  
Tiramisu  
Seasonal Fruit Platter  
Freshly Brewed Regular & Decaffeinated Coffee

Brioche Buns  
Assorted Condiments  
Assorted Desserts  
Freshly Brewed Regular & Decaffeinated Coffee  
Traditional Tea

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# Lunch Buffets

## BUFFET (min 30pp)

Fresh Baked Bread and Butter

Artisan Greens with House Dressings

Greek Salad

Macaroni Salad

Chickpea and Grilled Vegetable Salad

Pickle Tray

Roasted Nugget Potatoes

Seasonal Vegetables

### Choose one of the Following:

Smoked Pork Loin with Mustard Sauce and Pears

Baked Salmon with Parsley Caper Butter Sauce

Roasted Chicken on the Bone with Pesto Cream

Slow Roasted AAA Beef with Pearl Onions and Mushrooms

### *Desserts*

Assorted Dessert Squares

House Baked Cookies

Fruit Platter

Coffee & Tea

\$28

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# *All Day Meeting Package*

INCLUDES ALL BELOW - \$38.00 PER PERSON

## **Continental Breakfast (7am-9am)**

Assorted Fresh Juices

Assorted Fresh Breakfast Pastries

Seasonal Fresh Fruit Platter

Freshly Brewed Regular & Decaffeinated Coffee

## **Coffee Break (10am)**

Assorted Scones

Freshly Brewed Regular & Decaffeinated Coffee

## **Lunch(12pm-2pm)**

Soup of The Day (Chef Selection)

Selection of Gourmet Sandwiches and Wraps

Organic Field Greens, House-Made Vinaigrette

Potato Salad

Assorted Dessert Squares

Freshly Brewed Regular & Decaffeinated Coffee



## **Coffee Break (3pm)**

Assorted Cookies

Freshly Brewed Regular & Decaffeinated Coffee



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# *Buffet & Reception Enhancements*

Prices are Per Person

## CHIPS & SALSA - \$3

Fresh Tomatoes, Onions, Jalapeños, Bell Peppers, Lime Juice & Cilantro Served with Tortilla Chips

## ANTIPASTO PLATTER - \$5

Grilled Vegetables, Pickles, Relishes, Olives, with Fresh Breads & Crackers

## SPINACH & ARTICHOKE DIP - \$4

Spinach & Artichokes Blended with Roasted Garlic & Cream Cheese Served with Tortilla Chips

## CRUDITE AND DIP \$3

Fresh Cut Vegetables with Ranch Dip

## CHEESE PLATTER \$5

Imported & Domestic Cheeses Served with Assorted Crackers & Fruit Garnish

## CHARCUTERIE PLATTER \$5

Smoked and Cured Meats with Mustards and Chutneys

## SEAFOOD PLATTER \$8

Marinated Saltspring Island Mussels, Clams, Oysters on The Half Shell, Chilled Prawns & Crab Legs Served With Assorted Dips

## DESSERT BUFFET \$8

Chocolate Fountain with Fresh Fruits, Cream Puffs, Brownies, Marshmallows, Dessert Squares and Mini Cheesecakes

## FRESH FRUIT \$5

Seasonal Sliced Fruit Tray



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# Premiere Plated Dinners

ALL DINNERS SERVED WITH BREAD AND BUTTER

\$35

## 1ST COURSE

Roasted Red Pepper and Basil Soup

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## 2ND COURSE

Grilled Salmon with a Spring Pea, Parsley and  
Pearl Onion Vinaigrette on Roasted Nugget  
Potatoes, Blistered Cherry Tomatoes and Choy  
Leaves

or

Chicken Breast stuffed with Mozzarella, Sundried  
Tomatoes and Spinach in a Pesto Cream with  
Mashed Potato and Eggplant Roulade and a  
Shaved Fennel Salad

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## 3RD COURSE

Flourless Chocolate Cake with  
Fresh Strawberries and Whipped Cream

\$45

## 1ST COURSE

Romaine Lettuce Hearts with Garlic Croutons,  
Shaved Pecorino Romano, Chopped Egg and Gar-  
licky Caesar Dressing

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## 2ND COURSE

Seared Tuna with a Salsa Verde on Mediterranean  
Ratatouille with Crispy Herbed Parmesan Straw

or

Roasted Beef Striploin in a Red Wine Jus with  
Stilton Potato Duchess and Grilled Asparagus and  
Roasted Balsamic Onions

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## 3RD COURSE

Classic Tiramisu

\$55

## 1ST COURSE

Smoked Corn and Scallop Chowder

## 2ND COURSE

Roasted Sablefish in a Red Miso Broth with Herb Spätzle, Soy Braised Daikon and Bok Choy

Or

Beef Tenderloin in a Beef Reduction a Beet and Hazelnut Pesto with Potato Pave and Green Beans

## 3RD COURSE

Baileys Custard with Warm Powered Sugar Donuts

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# *Gala Dinner Buffet*

*Minimum 40 guests*

Fresh Baked Bread and Whipped Butter  
Artisan Greens with House Made Dressings  
Pickle and Olive Tray

## Choice of Three Salads

Caesar Salad, Croutons, Parmesan cheese  
Spinach, Arugula Strawberry Salad  
Classic Potato Salad  
Spanish Rice, Shrimp Salad  
Couscous Salad  
Greek Salad  
Spicy Asian Greens, Chickpea Salad

## Choice of Two Hot Entrees

Roasted Chicken Breast with Herb Cream Sauce  
Tandoori Marinated Pork Tenderloin with Apricot, Yogurt Raita  
Tempura Snapper with Miso Mirin Glaze  
Cannelloni Filled with Spinach & Ricotta Cheese in a Pesto Cream Sauce  
Salmon with Lemon Caper Beurre Blanc

Herb Roasted Nugget Potatoes  
Mixed Seasonal Vegetables

## ROYAL COLWOOD SWEET TABLE

Selection of Dessert Cakes, Pies, Squares  
Fresh Seasonal Sliced Fruits  
Freshly Brewed Regular and Decaffeinated Coffee and Teas

**\$40**

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# *Royal Dinner Buffet*

*Minimum 40 guests*

Fresh Baked Bread and Whipped  
Butter

Artisan Greens with House Made  
Dressings

Pickle and Olive Tray

## Choice of Three Salads

Caesar Salad, Croutons, Parmesan cheese

Spinach, Arugula Strawberry Salad

Classic Potato Salad

Spanish Rice, Shrimp Salad

Couscous Salad

## Choice of Two Hot Entrees

Roasted Chicken Breast with Herb Cream Sauce

Tandoori Marinated Pork Tenderloin with Apricot, Yogurt Raita

Tempura Snapper with Miso Mirin Glaze

Cannelloni Filled with Spinach & Ricotta Cheese in a Pesto Cream Sauce

Salmon with Lemon Caper Beurre Blanc

Herb Roasted Nugget Potatoes

Mixed Seasonal Vegetables

## Choice of One Chef Attended Entrees

Herb Rubbed Lamb Leg with Minted Jus

Slow Roasted AAA Beef Outside Round with Red Wine Jus

Smoked Pork Loin

## Desserts

Selection of Dessert Cakes, Pies, Squares

Fresh Seasonal Sliced Fruits

Freshly Brewed Regular and Decaffeinated Coffee and Tea

**\$55**

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# *Celebrations*

## CELEBRATION OF LIFE PACKAGE \$20.00/GUEST

Finger Sandwiches (3/guest)

Pickles & Relishes

Fresh Crudités Vegetable Medley and Herb Dip

Spinach and Artichoke Dip with Fresh Tortilla Chips

Assorted Mini Squares & Fresh Cookies

Fresh Sliced Fruit Platter

Coffee & Tea



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# *Chef Attended Station*

MIN. 20 PEOPLE ARE REQUIRED FOR STATIONS

## **SMOKED STRIPLOIN STATION \$15**

Mini Pretzel Buns, Horseradish, Chutneys, Condiments

## **MASH POTATO BAR \$10**

Bacon Bits, Sour Cream, Scallions, Cheddar, Shrimp, Stilton, Thai Green Curry Sauce, Beer Braised Onions, Chili

## **MAC AND CHEESE STATION \$10**

Bacon Bits, Sour Cream, Scallions, Cheddar, Shrimp, Stilton, Thai Green Curry Sauce, Beer Braised Onions, Chili

## **SAUTEED PRAWN STATIONS \$15 (5 pc per person)**

Chopped Garlic, Butter, White Wine, Herbs, Diced Tomatoes, Baguettes

## **OYSTER STATION \$12 (6 per person)**

Fresh Local Oysters, Mignonette, Hot Sauce, Lemon, Horseradish



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# *Cocktail Receptions*

**Minimum 2 dozen – \$36.00/DOZEN**

## **HOT CANAPES**

Roasted Beef Strip Loin in Mini Yorkshire Pudding with Red Wine and Tomato Jus

Chicken Satays with Spicy Peanut Sauce

Coconut Crusted Prawns

Duck Spring Rolls with Hoisin Sauce

Feta Stuffed Spanakopita with Fresh Dill Tzatziki

Vegetable Gyoza Served with Sweet Chili Sauce

Crab Cake with Lemon Aioli

Tandoori Spiced Lamb Chop

## **COLD CANAPÉS**

Scallop Ceviche in an Asian Spoon

Skewers of Cherry Tomatoes, Basil & Bocconcini

Curried Chicken Salad with Mini Wonton and Mango Chutney

Hummus and Feta Tapenade on House Made Pita Crackers

Vietnamese Salad Rolls with Sesame Peanut Sauce

Smoked Salmon Mousse on Cucumber Rounds with Lemon Candy

Fresh West Coast Oysters with Mignonette

Lettuce Cups with Stilton Cheese, Grapes and Toasted Walnuts

Prosciutto Bread Sticks

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# Bar Services

## BAR SERVICES PACKAGES

### HOSTED BAR

The host agrees to pay for drinks according to their individual prices, based on consumption

### CASH BAR

Guests purchase individual drinks that they order at the bar. All listed beverages will be available

### TICKETED BAR

Guests will be provided with drink tickets. The host agrees to pay for any tickets redeemed at the bar according to the price of each drink

### SUBSIDIZED BAR PACKAGE

Your guests pay a set price per beverage and the host pays the balance

## BAR OPTIONS

### PUNCHES

Non-Alcoholic Punch.....\$50 (4Ltr)

Alcoholic Punch

Alcoholic Punch with your Choice of Vodka, Gin, or Rum or Sparkling Wine.....\$100 (4Ltr)

*\*4 Liter serves approximately 75 glasses\**

### ALCOHOLIC BEVERAGES

Highballs.....\$5.25

Cocktails.....\$6.25

Domestic Beer: Bottle & Draft .....\$5.50

Craft & Import: Bottle & Draft .....\$6.75

Ciders (Apple, Peach & Pear).....\$6.00

House Wine by the Glass.....\$5.50

### NON-ALCOHOLIC BEVERAGES

Fountain Soft Drinks & Juice .....\$3.00

Bottled Water/Pop .....\$2.50

Bottled Minute Maid Juices .....\$3.50

Perrier 250ml.....\$3.50

San Pellegrino 1L .....\$8.00

Unlimited non-alcoholic fountain drinks.....\$3.00

*\*entire party must select this option*



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# Banquet Wine List

## House Wines

Peller Sauvignon Blanc   Canada .....	25
Jackson Triggs Chardonnay   British Columbia .....	30
Red Rooster Pinot Blanc   British Columbia .....	30
Hardy's Riesling- Gewurztraminer   Australia .....	30
Sumac Ridge Pinot Grigio   British Columbia .....	30
Kindle Sauvignon Blanc   British Columbia .....	25
Rootstock Cabernet Merlot   British Columbia .....	30
Red Rooster Merlot   British Columbia .....	30
Peller Merlot   Canada .....	25
Castello Monseran Grancha   Spain .....	30
Jackson Triggs Cabernet Sauvignon   British Columbia .....	30
Red Barn Pinot Noir   British Columbia .....	30
Tatty Road Shiraz   Australia .....	30
Dona Paula Malbec   Argentina .....	30

## White Wines

Mission Hill Winery Reserve Pinot Gris   British Columbia .....	40
Rodney Strong Chardonnay   California .....	60
Yalumba Viognier   Australia .....	35
Red Rooster Gewürztraminer   British Columbia .....	35

## Red Wines

Fowlers- Are you Game Shiraz   Australia .....	50
Sumac Ridge Merlot   British Columbia .....	35
Ruffino Classico Chianti   Italy .....	40
Tapiz Malbec   Mendoza, Argentina .....	40
See Ya Later Ranch Pinot Noir   British Columbia .....	35
Trim Cabernet Sauvignon   California .....	40

## Sparkling Wines & Champagne

Available Upon Request

We would be happy to accommodate any requests) that may not be found on this list.  
Contact Christina Byrne at [christina.byrne@royalcolwood.org](mailto:christina.byrne@royalcolwood.org) for more information and pricing. Please allow 2-3 weeks for delivery.

\*Wines Subject to Availability\*



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Royal Colwood  
GOLF & COUNTRY CLUB

## *Adhering to Club Policy*

The use of cellular phones for verbal communication and use of laptop computers are not permitted in any of the public dining areas, including the Macan Lounge. A house phone is available for your use on the upper floor of the clubhouse.

The following apparel is not allowed anywhere, anytime on the premises: clothing items that are ripped, torn, stained or acid-washed, all headgear, including hats and visors in the upstairs areas.

The management and staff of Royal Colwood Golf Club are empowered by the Board of Directors to enforce these Rules of Conduct as well as Dress Code. Anyone found contravening these rules will be refused entry or asked to leave the clubhouse. We thank you for your cooperation in passing this information on to your guests to avoid any confusion.

## *Booking Guidelines*

Once you have decided to hold your private or corporate event at Royal Colwood Golf Club, we offer you the following guidelines:

1. **Secure a date for the event:** In order to do this, we require a signed contract and a non refundable deposit between \$250.00 to \$1000.00 depending on the event. Functions will not be secured until the deposit and signed contract are received. Payment can be made via cash, debit, or cheque or credit card.
2. **Decide on food and/or beverage requirements for this event:** All food and beverage charges are subject to applicable taxes and service charges. Please be advised all taxes are calculated on top of the gratuity as this is a mandatory service charge. Final menu selection must be arranged with the Catering Office no later than 14 days prior to the event date.
3. **Guarantee the number of guests attending the event:** The minimum guarantee of attendees is required no later than 3 days (72 hours) prior to the event date. Payment can be made via cash, debit, or cheque. The actual charge for the event will be the minimum number guaranteed or the actual number of guests, whichever is higher. If a guaranteed number is not received, the contracted expected number will be the amount billed.
4. **Final payment:** Final payment becomes due immediately following your event. Invoices will be issued (either via email, mail or both) no later than the end of the calendar month on which your event was held and you will have 30 days to complete payment before interest is charged. Late payments are subject to a 2% per month interest charge. Payment can be via cash, debit, credit card or cheque.



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# *Terms & Conditions*

## DEPOSITS

A confirmation non-refundable or transferable deposit is required to confirm booking of the event. The date requested will not be finalized until the deposit and contract are received. Payment can be made via cash, debit, credit card or cheque. Upon signature of the contract and receipt of this deposit, the event shall be considered confirmed. All costs associated with the function including extraordinary clean up or damage is the responsibility of the organizer or member and will be applied to the final bill.

## CONFIRMATIONS

A guaranteed number of guests is required 2 business days prior to your event (48 hours prior). The guaranteed number is not subject to reduction. On the day of an event, a headcount will be conducted. If there is a discrepancy in the number of guests attending, we shall deem the larger number correct.

## MENU SELECTION

All catering services, including food and beverage, must be provided by RCGC Exceptions may apply to services that the club cannot offer (i.e. Wedding Cakes). These services may be subject to a surcharge. One menu selection is required for all guests. Limited dietary substitutions may be made upon prior requests. These requests must be forwarded to the catering department no later than one-week before the event. Final menu selection must be arranged with the catering office no later than 7 days prior to the event date. RCGC will provide food for the guaranteed number of guests plus 10% up to the maximum seating capacity of the room. All prices are subject to change up to 90 days before the actual event.

## PAYMENT TERMS

A minimum guarantee of attendees is required 3 days before the event. The actual charge for the event will be the minimum number guaranteed or the actual number of guests, whichever is greater. Final payment becomes due immediately following the event. Invoices will be issued (either via email, mail or both) no later than the end of the calendar month on which your event was held and you will have 30 days to complete payment before interest is charged. Late payments are subject to a 2% per month interest charge. Payment can be made via cash, debit, credit card or cheque.



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## *Continued...*

### **SERVICE CHARGE & TERMS**

All services are subject to applicable taxes unless otherwise stated. All food and beverage is subject to an 18% service charge and 5% GST Tax on food and 15% tax on liquor.

### **ALCOHOLIC BEVERAGES**

All alcoholic beverages are to be supplied by the RCGC. Any liquor purchased off site and brought onto Royal Colwood Golf Club premises will be subject to a \$500.00 fine.

### **HEALTH REGULATIONS**

Health regulations and the Provincial Liquor Act prohibit the removal of food or alcohol during or after a function by the organizer or guests.

### **FUNCTION ROOM**

RCGC reserves the right to provide an alternate function space that is best suited for the group should the number of guests differ from the contracted number.

### **DECORATING**

The RCGC catering department must approve any signage or decorations before they are displayed. The use of nails, tacks or any other damaging hanging device is strictly prohibited as is the use of confetti. Please be advised that the times designated on your contract are politely enforced. *All decorations* and decorators must be vacated no later than one hour past the designated end time. If staff is required to remove chair covers following an event, a surcharge of \$1.00 per chair will be applied. RCGC reserves the right to charge accordingly for any broken items or damages to the clubhouse. RCGC is not responsible for any decorations/items left behind following an event. Please also note any items left behind one week following the event will be disposed of.



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# *Catering Contract*

ACKNOWLEDGEMENT (all areas must be completed)

I have read and agree to all Terms & Conditions of the Royal Colwood Golf Club Catering Contract. I agree to the use of my credit card as required for payment of my account at Royal Colwood Golf Club.

\_\_\_\_\_  
Guest(s) Name

\_\_\_\_\_  
Guest(s) Signature

\_\_\_\_\_  
Credit Card Number & Expiry Date

\$ \_\_\_\_\_  
Deposit Amount

## EVENT DETAILS

\_\_\_\_\_  
Event Date, Time & Function Type

\_\_\_\_\_ \$: \_\_\_\_\_ #'s: \_\_\_\_\_  
Room Name(s) Room Rate Number of Guests

\_\_\_\_\_  
Date Confirmed (R.C.G.C. signature)

## GUEST INFORMATION

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone: \_\_\_\_\_



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