

Springfield Golf and Country Club

2054 Gordon Street, Guelph, Ontario N1L 1G6
Phone (519) 821-4655 Fax. (519) 821-5300 E-mail:
sgcc@rogers.com

General Information

- Our enclosed menus are suggestions. Our Executive Chef and Banquet Manager would be pleased to arrange a menu to suit your needs.
- We ask that you advise our Catering Department of your menu selection 30 days prior to your function date.
- Prices quoted are guaranteed for a period of 90 days. PST, GST, and 15% gratuity are applicable to all Food and Beverages.
- A guaranteed number of guests are required 14 days prior to your event. You may revise your expected numbers by as much as 10% up to 48 hours prior to the date of your function. This will be the minimum number of which you will be billed. Should changes to your original expected number, not be received by Springfield's Catering Department in accordance with the aforementioned terms, billing will be based on the original estimates.
- Your final seating arrangements must be forwarded, along with your final numbers, to our Catering Department 2 days prior to your event.
- Springfield Golf and Country Club reserves the right to provide alternate function space where numbers warrant.
- With the exception of Wedding Cakes, Springfield Golf and Country Club will be the sole provider of all food and beverage items. Due to health regulations, leftover food or beverages may not leave the property after an event.
- To confirm booking, a non-refundable deposit of \$500 is required along with a signed copy of the banquet contract.
- Private events are required to pay 50% of the estimated function costs 2 weeks prior to the function date. The outstanding balance is due and payable upon receipt of our Statement outlining the function costs and payments. If payment is not received within 10 days of the function date, the balance owing will be charged to the Credit Card Number provided.
- An additional linen charge may be applied to your bill for oversize and colored linen that we normally do not carry.

- An additional Bartender charge of \$10/hour for a minimum of 4 hours will be applied to your bill should the sales be less than \$300 or the number of guests be reduced to less than the minimum requirement.
- A cake service charge of \$1.50 per person will be applied to cut and serve your cake as dessert. If your cake is to be served with the late night coffee service a \$50 charge will apply.
- Cancellation of any function must be received 90 days prior to your function date or a cancellation fee amounting to 25% of the retail value of your function will be billed to you. Should the room be resold, this fee may be waived.
- The catering department at Springfield Golf and Country Club must be consulted regarding all decorations, candles, displays or signage used on the property. We prohibit any items to be fastened to walls or floors with tape, tacks, pushpins, nails, glue, etc. Decorations and centerpieces are the responsibility of the event coordinator. As well, all decoration clean up is the responsibility of the event coordinator.
- We recommend that you arrange for a beverage or bar for your guests upon arrival in the reception hall.
- The throwing of confetti or rice is prohibited on the premises. Should this occur a cleaning fee of \$100 would be billed to the event coordinator.
- Springfield Golf and Country Club reserves the right to inspect and monitor your event, and discontinue services to all guests in the case of violations of Club Policy or Provincial Law. You will be held responsible for any damage to property or equipment caused by either yourself or your guests. Should Springfield discontinue service to any or all of your guests, you shall remain liable for all amounts owed to the Club. Springfield assumes no responsibility for any loss or damage to goods, property and/or equipment brought into the facility by the organizer and guests.

For your convenience, we have the following items available for your use at a nominal charge. Please advise our Banquet Manager if you would like to reserve any of these items for your function.

Gazebo	\$200.00
Chairs for Gazebo (each)	\$3.00
Hurricane Lamps (each)	\$5.00
Votive Candles (each)	\$2.00

Bud Vases (each)	\$1.00
Mirrors (each)	\$5.00
Oversize Table Linen (each)	Prices Vary
Greenery & Mini Lights (Head Table)	\$25.00

(Prices subject to change without notice)