



Party Information Sheet



Date of Function: _____ Day of Week: _____ Time of Day: _____

Type of Function: _____ Name of Sponsor: _____

Contact Person: _____

Work#: _____ Home#: _____ Email: _____

Tax Exempt#: _____ Please enclose copy of certificate.

Expected # of Guests: _____

Approximate Time of Arrival: _____ Approximate Time of Service: _____

Additional Details:

Deposit Owed: _____ Deposit Paid: _____ Date Paid: _____

Billing Address: _____

Signatures:

Sponsoring Member:

Contact Person:

Management of the Club:

Please return to:

*Nakoma Golf Club 4145 Country Club Road Madison WI 53711
Fax (608) 238-2932 -or- Email: tara@nakoma.org*



Banquet Policies



NAKOMA GOLF CLUB BANQUET POLICY

The following information and guidelines are provided to make your party planning easier. We hope that this information will answer most of your questions. However, please do not hesitate to call us with any other questions that you might have.

We strive to use only the freshest and highest quality items available. All menus listed are strictly suggestions. We would be happy to plan any menu that you may want to meet your needs. All meals include a beverage of coffee, tea or milk. Desserts, baked fresh daily in our own bakery, are always available to compliment your menu. Please call the Club to make the menu selection and other function arrangements at least two weeks in advance of your event.

Menus must be prearranged for all parties of 15 or more people, and an estimated count of those people attending is needed one week in advance. Confirmation, guaranteeing the number of guests to be served, must be made no later than 24 hours prior to the function. All charges will be based on the guaranteed or the actual number served if greater than the guaranteed.

It is the Clubs policy to quote firm prices for no more than 30 days in advance, and all menu substitutions may be subject to a price change. Prices do not include appropriate room charge, 5.5% sales tax or 20% (non-member) gratuity.

A single entree selection is strongly recommended for all functions. Should more than one choice be necessary, it can be provided for an additional \$1.00 per person. The following conditions need to be met:

- The exact number of portions of each entree must be reported to the Club at least 48 hours in advance of the function.
- Identification in the form of color coded place cards or some other method must be provided by the host so that the wait staff can serve properly and without delays.
- When choices are offered, the exact number of each entree must be prepared in advance. Therefore, the host will be charged for that count plus any last minute changes.
- A corkage fee of \$10.00 per bottle will be charged for all wines brought into the Club. Service charge and sales tax will be added onto the corkage fee.

BILLING

Club members may request a special billing to their end of month statement for their function. All other events shall be due within 10 days of receipt of the bill, unless credit is previously arranged with the Club.

DEPOSITS

Non-members holding banquets or receptions, sponsored by members, will be required to make a deposit which will be credited to the total function charges. Amount will be set at the time of the booking. No refund of the deposit will be made if the function is canceled and the date cannot be re-booked. A member holding a banquet on Saturday in the main dining room will be charged a \$1,000.00 fee if the event is canceled 90 days or less prior to the date of the party.

ALCOHOL

The Club liquor license is issued under jurisdiction of the State of Wisconsin. No one under the age of twenty-one is allowed to consume alcoholic beverages. There are NO exceptions. The Club reserves the right to refuse service to anyone who cannot provide valid proof of age or anyone who appears intoxicated. Circumvention of any of these policies by either the host, or other guests, will result in the immediate closing of the bar. The Club may refuse service to any group of people who, in the opinion of management, poses a threat to themselves or others.

MINIMUM

Food and Beverage minimum of \$5.25 per person is required for members and non-members to have a private room.



The following are room charges for member sponsored use of a private room. There is no charge for member use of any room.

Presidents (Cocktail) Lounge	\$150.00
Library	\$100.00
Nakoma	\$150.00
Wimbledon	\$150.00
Champions	\$ 75.00
Directors Room	\$ 75.00
Masters	\$100.00

*** Wedding Ceremonies \$2.00 per person for set-up.***

The Club also has electronic devices available for the following costs:

LCD Projector	\$100.00
VHS/VCR with Monitor	\$ 40.00
Movie Screen	\$ 10.00
PA System	N/C
Flip Chart with markers	\$ 10.00
Slide Projector:	\$ 25.00
Over Head	\$ 35.00
Video Projector	N/C
Telephone Conference Unit	N/C

Other Equipment Arrangements can be made with 48 hours notice

ATTIRE

Nakoma Golf Club has a dress code for all members and guests. The dress code requires jackets for men over the age of 16 after 3:30 p.m. and appropriate attire for women. Not permitted are denim jeans, cut-offs, tank tops, etc. Please advise your guests of this policy as it will be strictly enforced.

TABLE LINENS

Several colors of linen napkins are available at no charge. We also offer a selection of napkins and table linens in choice styles and designs for a nominal charge.

FLORAL ARRANGEMENTS

Nakoma's floral department is conveniently located on-site. We can provide any number of arrangements from traditional to cutting-edge. Our designer Lori Malicki is available to discuss your needs at 238-3141.

MISCELLANEOUS EMBELLISHMENTS

Votive candles	\$.75 per candle
Mirrors	\$2.00 per mirror
Rose petals	\$5.00 per table
Seasonal plants	market price

MUSIC AND ENTERTAINMENT

The Club Management will be pleased to recommend music and entertainment or you may make your own arrangements. All musical arrangements made by you must be approved by the Club in advance.

FOOD REGULATIONS

Due to Health Department Regulations and Club Policy, food consumed on the premises must be prepared at and by the Nakoma Golf Club staff.

LEFT OVER FOOD

Health Regulations prevent us from giving extra food to the guests to take home.



ICE CARVING

Ice Carvings are available through the Club at \$150.00 and up. A minimum of three (3) weeks notice will be needed.

SEATING

Please advise us of any special seating requirements, head tables, etc. A specific floor plan will be drawn up for you upon request.

DAMAGES

Groups or individuals holding events at the Club agree to be responsible for damages to Club property and for the conduct of their guests. Under no circumstances are guests allowed onto the golf course or onto the putting greens. Throwing rice or bird seed is not allowed.

PARKING

Due to limited parking facilities we ask that you advise your guests to observe the handicapped and fire lane restrictions. Valet parking for your function may be arranged for a fee to be determined by the Management. The Club reserves the right to require or deny this arrangement based upon need or availability.

Direct Inquires to:

Nakoma Golf Club
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Madison, WI 53711
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Fax: (608) 238-2932