



## ***Banquets & Events***

***16914 Oak Grove Road, Harvard, Illinois 60033  
(815) 648-2550  
[www.oakgrovegolfcourse.com](http://www.oakgrovegolfcourse.com)***





## **Staff Contacts**

**General Manager**  
Tim Miles Jr.

**Golf Professional**  
Bill Krueger

**Assistant Operations Manager**  
Chris Adams

**Oak Grove Golf Course**  
Phone: (815) 648-2550



Thank you for your interest in hosting an event or banquet at Oak Grove Golf Course. We look forward to providing you with a first class experience and are confident that your guests will have a memorable experience. Enclosed, you will find the necessary information regarding contracting your event at Oak Grove Golf Course. From the beginning stages of the contractual process to the conclusion of your banquet, we ensure that you and your guests are treated to an incredible experience at Oak Grove Golf Course.

## **The Facility**

The Oak Grove Golf Course experience doesn't just begin and end with great golf. With it's spacious, relaxed and newly remodeled clubhouse, a new sports bar menu and it's exclusive private setting, Oak Grove Golf Course is the perfect venue for your upcoming event or banquet. Oak Grove Golf Course offers a variety of food and beverage packages, as well as customized packages, to make your event unique and special. Oak Grove Golf Course also offers a convenient location from most of Chicago's west, northwest and north suburbs.



## **Private Party & Banquet Policies**

*The following policies have been developed to allow you:*

- (1) to host a successful event at Oak Grove Golf Course;*
- (2) to assist you in making decisions on your menu, theme and guests;*
- (3) to detail policies and guidelines established by Oak Grove Golf Course.*

### **DEPOSIT REQUIRED / PAYMENT SCHEDULE:**

To secure the room for a private function a minimum spending of **\$500.00** is required. A twenty percent (20%) deposit is due upon scheduling a party at the facility and will be applied to the final balance on your contract. In addition to the minimum spending, there is a \$150 clubhouse set-up and clean-up fee. Checks should be made payable to **GolfVisions Management**.

Preferred forms of deposit are by either check or cash. A credit card number may be applied to the deposit and must be kept on file. We accept Visa, Master Card, Discover and American Express Cards. If client opts to pay final balance by credit card, a 2.5% assessment fee will be added to cover applicable credit card fees incurred by Oak Grove Golf Course.

### **PAYMENT SCHEDULE:**

On your event date 100% of the remaining balance on the estimated contract is required. Any remaining balance after the event will be due fifteen (15) days following date of invoice. If the balance is not remitted within fifteen (15) days, the balance will be applied to the credit card. Any amounts not paid within fifteen (15) days of the invoice date shall bear interest at the rate of 1.5% per month. A credit card guarantee is required for all events. Any and all incidental charges incurred during the event shall be added to your final bill.

### **MENU & BEVERAGE GUARANTEES:**

Ten (10) days prior to the event date final menu and beverage selections must be confirmed with Oak Grove Golf Course Management.

**GUEST GUARANTEES:**

Guest number confirmation is due ten (10) days prior to the event. Final billing is based on the guaranteed count and is not subject to reduction. If attendance exceeds the guarantee, client will be charged the additional fees on your final bill.

**PRICES & SERVICE CHARGES:**

All food and beverage packages are subject to a 20% gratuity and 8.0% sales tax. All prices are subject to change without notice. Prices will be raised only with the occurrence of an unusual increase in a food item or fair market value.

**FOOD & BEVERAGE:**

No food or beverage may be brought into Oak Grove Golf Course without prior approval from the General Manager. No donated food or beverage may be brought onto the premises. Any leftover beverage and/or food remain the property of Oak Grove Golf Course unless previously arranged with the General Manager.

**EVENT SCHEDULING & SET-UP:**

All in-season deliveries, set up of music, room décor, etc. must be made no earlier than four (4) hours prior to your event unless special arrangements have been made. Off-season event deliveries must be scheduled with Oak Grove Golf Course Management on an individual basis.

**DECORATIONS:**

The General Manager must approve all decorating concepts at least ten (10) days prior to the event. Decorating requests requiring intensive labor will be the responsibility of the client or may be provided for an additional fee and will be at the sole discretion of the General Manager.

Clients are not permitted to use ladders or exterior equipment in decorating. Labor needed for any hanging of decorations will be provided at an additional charge.

No nails or tape are allowed on any walls. No open flames are permitted. All candles must be enclosed in a hurricane type enclosure. At no time will taper candles be allowed. Any costs associated with burns, wax or smoke damage will be incurred by the client.

No glitter, confetti or decorations smaller than one-inch in diameter may be used for decorating. An additional **\$200.00** clean-up fee will be applied to your final bill if this policy is not adhered to.

**LINEN:**

Linen is not provided on tables unless requested by the client. All linen costs will be incurred by the client and must be ordered through our staff. Linen charges will be reflected on your estimated contract for your approval.

**SECURITY:**

Oak Grove Golf Course and GolfVisions Management, Inc. do not assume responsibility for the damage or loss of any merchandise brought into the facility for meetings or special events by the client or their agent. All items need to be removed on the evening of the event. The client will be responsible for any items left after an event.

**TAX EXEMPTION:**

Organizations with a tax-exempt status must submit a certificate 501(C) 3 certification to Oak Grove Golf Course no less than two weeks (14 days) prior to the event date.

**SMOKING POLICY:**

Oak Grove Golf Course is a non-smoking facility. Smoking is permitted ONLY outside of the building. Smoking in the lobby, foyer or washrooms is not permitted.

# **FOOD AND BEVERAGE PACKAGES**

## **BOX LUNCH**

**(Choice of one of the following)**

- Turkey or ham sandwich.
- Hot dog, bratwurst, or burger.

All box lunches include chips, cole slaw, pickle, dessert, and fountain drink.  
Dessert includes a wrapped cookie or brownie.

***\$9.95 per person***

## **SANDWICH BUFFET**

**(Choice of Two Entrees)**

- Turkey with Swiss or Cheddar Cheeses Served on a Croissant.
- Ham with Swiss or Cheddar Cheeses Served on a Croissant.
- Sliced Roast Beef with Cheddar Cheese Served on a Croissant.
- Tuna Salad or Chicken Salad Served on a Croissant.

(Additional entrée items can be added for \$1.50 / entrée item per person)

All entrees are served with Mixed Greens Salad.

Choice of a Pasta Salad, Potato Salad or Mixed Fruit Salad.

Desserts Include Cookie and Brownie Tray.

Coffee, Tea and Soda Included.

***\$12.95 per person***

## **ALL-AMERICAN BUFFET**

**(Choice of Two Entrees)**

- Marinated Chicken Breasts
- Jumbo Hot Dogs
- Hamburgers
- Barbeque Pork
- Bratwursts
- Steak option available for an additional charge.

All entrees are served with appropriate condiments.

In addition, choose one of the following:

- Pasta Salad
- Potato Salad
- Country Style Baked Beans
- Cole Slaw
- Mixed Fruit Salad

Desserts Include Cookie and Brownie Tray.

Coffee, Tea and Soda Included.

***\$14.95 per person***

## **FIESTA BUFFET**

**(Choice of Two Entrees)**

- Chicken Fajitas
- Beef Fajitas
- Beef Tacos

All entrees are served with appropriate condiments  
And are served with soft shell tortillas.

***Tortilla Chips and Salsa Included.***

In addition, choose one of the following.

- Spanish Rice
- Refried Beans

Desserts Include Cookie and Brownie Tray.  
Coffee, Tea and Soda Included.

***\$15.95 per person***

## **ITALIAN BUFFET**

**(Choice of Two Entrees)**

- Meat Lasagna
- Vegetable Lasagna
- Italian Beef
- Italian Sausage
- Chicken Parmesan

In addition, choose one of the following:

- Spaghetti with Marinara
- Penne Pasta with Marinara
- Pasta Primavera

Desserts Include Cookie Tray or Brownies.

Coffee, Tea and Soda Included.

***\$18.95 per person***

## **PIZZA PARTY**

Pizza Party Option – Starting at \$17.95 per pizza



## **HORS D'OEUVRES BUFFET**

### **(Choice of Three)**

Tortilla Chips with Salsa.....\$3.95 per person  
BBQ or Swedish Meatballs....\$4.95 per person  
Buffalo Wings.....\$4.95 per person  
Chicken Quesadillas.....\$5.95 per person  
Jalapeno Poppers.....\$3.95 per person  
Cheese Sticks with Marinara....\$4.95 per person  
Mini Assorted Quiches.....\$4.95 per person  
Italian Bruschetta.....\$4.95 per person

A minimum of three appetizers must be chosen with this buffet package.

## **ADDITIONAL APPETIZER PLATTERS**

(Each platter will serve approximately 20 guests)

Shrimp Cocktail..... 50 pieces for \$100  
Assorted Fresh Vegetables with Dip.....\$60.00  
Assorted Cheeses with Pepperoni and Crackers.....\$80.00  
Italian Bruschetta.....\$75.00  
Tortilla Chips and Salsa....\$60.00  
Mini Meatballs ..... \$85.00  
Assorted Mini Quiche ..... \$75.00  
Chicken Wings..... 50 pieces for \$60, 100 pieces for \$100

## **OPEN-BAR OPTIONS**

4 hour open bar - \$23.00 per person  
3 hour open bar - \$19.00 per person  
2 hour open bar - \$15.00 per person  
1 hour open bar - \$11.00 per person  
If you prefer, we can run a tab on a major credit card.

## **SERVICE FEES**

Clubhouse Set-up & Clean-up Fee.....\$150.00  
Additional Banquet Tables.....\$20.00 / table  
Additional Banquet Chairs.....\$10.00 / chair  
Linens and table clothes.... \$25.00 / linen and table cloth  
Tents.....Market Price Based on Size and Set-up.

***\*\*Customized food and beverage packages are available.\*\****

***Sales tax of 8% and Gratuity of 20% added to all parties.***

## **CATERING PACKAGES**

Oak Grove Golf Course will allow banquets to use outside caterers for special events such as wedding receptions. A room rental fee of \$500 and setup/cleanup fee of \$150 will apply to all banquets utilizing outside catering service. There is a minimum charge of \$5.00 per guest for room rental.

Guest/host must utilize Oak Grove Golf Course bar service. No outside beverages will be allowed. Oak Grove Golf Course will not supply staff other than bar service and on-site management personnel. Caterers must supply certificate of insurance and other necessary documentation.

Please discuss options with the Oak Grove Golf Course management team to customize options to fill your needs.



## **Payment Authorization Agreement**

### **Credit Card Payments**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_

I (we) hereby authorize Oak Grove Golf Course, hereinafter called Oak Grove Golf Course, to initiate regular credit entries to my (our) credit card account indicated below from the financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of credit transactions to my (our) account must comply with the provisions of U.S. law.

Credit Card Type \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

This authorization is to remain in full force and effect until Oak Grove Golf Course has received written notification from me (or either of us) of his termination in such time and such manner as to afford Oak Grove Golf Course and DEPOSITORY a reasonable opportunity to act on it.

#### Check One Below

\_\_\_\_ I authorize a one-time charge for \$ \_\_\_\_\_ to be posted to this credit card.

\_\_\_\_ I authorize scheduled charges per the Event Schedule of Payments to be posted to this credit card.

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

**NOTE: ALL CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN MANNER SPECIFIED IN THE AUTHORIZATION AGREEMENT.**

