



**GLENDALE GOLF AND COUNTRY CLUB**  
**SPECIAL EVENTS**

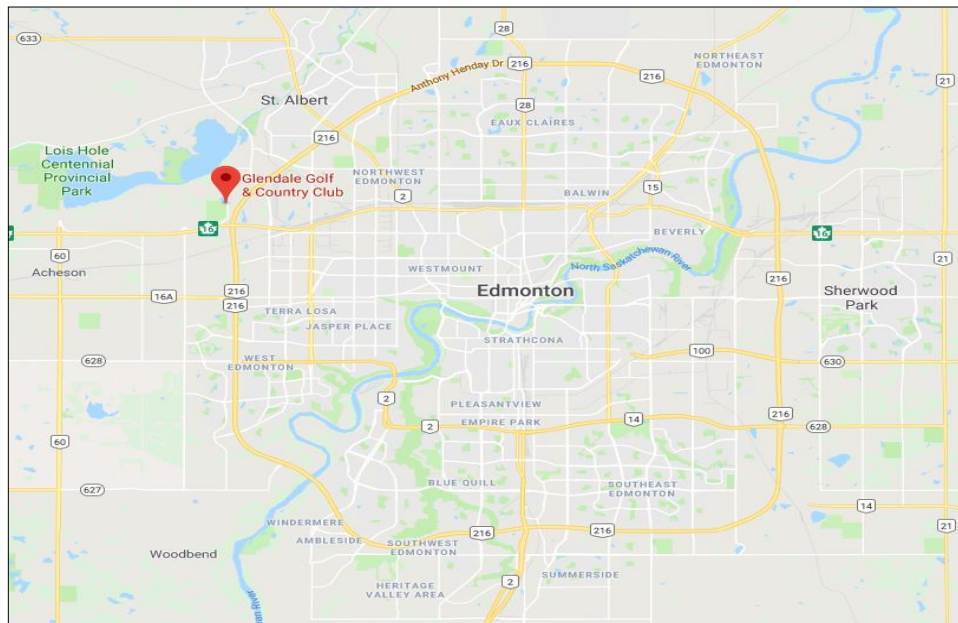
**2019**



Thank you for considering the Glendale Golf and Country Club for your special event. Whether it's a corporate tournament, a family reunion, or your wedding day, our team of club professionals will ensure every aspect of your event meets the Glendale's exacting standards for high-quality products and services—and exceptional experiences.

Located on Horseshoe Lake in northwest Edmonton, the clubhouse offers stunning views of the lake and our award-winning course. Floor-to-ceiling windows in all clubhouse event spaces provide the perfect background for your celebration.

Our prime location off both Anthony Henday Drive and Yellowhead Highway offers 30-minute access from anywhere within Edmonton's city limits.



It is our mission to ensure every moment and aspect of our involvement in your event meet our professional standards for quality, and exemplify our team's passion for everything we do.

We look forward to helping you create a truly memorable day.

All information in this document is current as of the date of receipt and may be subject to change without notice.

The Glendale reserves the right to adjust for market price on events booked mor

ROOMS

Our event spaces are available throughout the year. During the regular season, they provide the perfect setting for everything from tournaments to family reunions. During the winter months, the full clubhouse is available for large corporate Christmas parties or glittering galas.

Listed room prices are valid from January 1, 2019 to December 31, 2019.

All room prices are subject to a 20% service charge and GST.

### CAPACITY

- ◆ board room seating (no presentation): 16 people
- ◆ board room seating (with presentation): 13 people
- ◆ dining room seating (with room to mingle): 16 people
- ◆ dining room seating (no room to mingle): 24 people
- ◆ theatre seating for presentation (no tables): 25 people

### FEATURES

- ◆ built-in LED projector and screen
- ◆ conference phone†

### RENTAL RATES

- ◆ breakfast (8AM to 11AM): \$30<sup>00</sup>
  - minimum sales requirement: \$150.00
- ◆ lunch (11AM to 3PM): \$40<sup>00</sup>
  - minimum sales requirement: \$175.00
- ◆ dinner (4PM to midnight): \$80<sup>00</sup>
  - minimum sales requirement: \$350.00
- ◆ full day (8AM to midnight): \$135<sup>00</sup>
  - minimum sales requirement: \$600.00



## ROOM

### Board Room

The Board Room is located on the south side of the Clubhouse and is accessible through the main entrance and the Members' lounge.

Floor-to-ceiling windows face the pool area of the Club.

Ideal for meetings and intimate family dinners.

### CAPACITY

- ◆ dining room seating (with dance floor): 104 people
- ◆ dining room seating (without dance floor): 136 people
- ◆ cocktail reception (all guests present at once): 160 people
- ◆ networking event (guests coming and going): 200 people
- ◆ classroom seating (with presentation): 50 people
- ◆ theatre seating for presentation (no tables): 120 people

### FEATURES

- ◆ private washrooms
- ◆ private bar
- ◆ dance floor
- ◆ access to deck (smoking not permitted)

### RENTAL RATES

- ◆ breakfast (8AM to 11AM): \$150<sup>00</sup>
  - minimum sales requirement: \$800.00
- ◆ lunch (11AM to 3PM): \$200<sup>00</sup>
  - minimum sales requirement: \$1,100.00
- ◆ dinner (4PM to midnight): \$400<sup>00</sup>
  - minimum sales requirement: \$2,400.00
- ◆ full day (8AM to midnight): \$675<sup>00</sup>
  - minimum sales requirement: \$3,500.00



## ROOM

### Lakeview

The Lakeview Room is located on the north side of the Clubhouse and is accessible through the main entrance and the deck stairs to First Tee.

Floor-to-ceiling windows face Horseshoe Lake and the First Tee.

As the largest single dining room in the Clubhouse, it offers a picturesque setting for large events like family celebrations and corporate receptions.

### CAPACITY

- ◆ dining room seating (with room to mingle): 48 people
- ◆ dining room seating (no room to mingle): 64 people
- ◆ cocktail reception (all guests present at once): 80 people
- ◆ networking event (guests coming and going): 100 people
- ◆ classroom seating (with presentation): 30 people
- ◆ theatre seating for presentation (no tables): 70 people

### FEATURES

- ◆ wood-burning fireplace

### RENTAL RATES

- ◆ breakfast (8AM to 11AM): \$90<sup>00</sup>
  - minimum sales requirement: \$400.00
- ◆ lunch (11AM to 3PM): \$120<sup>00</sup>
  - minimum sales requirement: \$525.00
- ◆ dinner (4PM to midnight): \$240<sup>00</sup>
  - minimum sales requirement: \$1,100.00
- ◆ full day (8AM to midnight): \$400<sup>00</sup>
  - minimum sales requirement: \$1,825.00



## ROOM

### Fireside

The Fireside Room is located in the centre of the Clubhouse and is accessible through the main entrance.

Floor-to-ceiling windows face Horseshoe Lake and the First Tee.

As the central dining room in the Clubhouse, its format works well for team-building workshops, corporate receptions, and mid-sized family events.

### CAPACITY

- ◆ dining room seating (with room to mingle): 160 people
- ◆ dining room seating (no room to mingle): 200 people
- ◆ cocktail reception (all guests present at once): 250 people
- ◆ networking event (guests coming and going): 300 people
- ◆ classroom seating (with presentation): 75 people
- ◆ theatre seating for presentation (no tables): 200 people

### FEATURES

- ◆ private washrooms
- ◆ private bar
- ◆ dance floor
- ◆ access to deck (smoking not permitted)
- ◆ wood-burning fireplace

### FEATURES

- ◆ breakfast (8AM to 11AM): \$180<sup>00</sup>
  - minimum sales requirement: \$1,300.00
- ◆ lunch (11AM to 3PM): \$240<sup>00</sup>
  - minimum sales requirement: \$1,750.00
- ◆ dinner (4PM to midnight): \$480<sup>00</sup>
  - minimum sales requirement: \$3,900.00
- ◆ full day (8AM to midnight): \$800<sup>00</sup>
  - minimum sales requirement: \$6,300.00



## ROOM

### Lakeview + Fireside

The Lakeview and Fireside Rooms may be combined and are accessible through the main entrance.

Floor-to-ceiling windows face Horseshoe Lake and the First Tee.

Combined, the two rooms create an ideal space for fundraising events, and major celebrations.



### CAPACITY

- ◆ dining room seating (with room to mingle): 60 people
- ◆ dining room seating (no room to mingle): 100 people
- ◆ cocktail reception (all guests present at once): 100 people
- ◆ networking event (guests coming and going): 300 people
- ◆ classroom seating (with presentation): 50 people
- ◆ theatre seating for presentation (no tables): 80 people

### FEATURES

- ◆ private bar
- ◆ access to deck (smoking not permitted)
- ◆ satellite TV service

### RENTAL RATES

- ◆ breakfast (8AM to 11AM): \$90<sup>00</sup>
  - minimum sales requirement: \$500.00
- ◆ lunch (11AM to 3PM): \$120<sup>00</sup>
  - minimum sales requirement: \$650.00
- ◆ dinner (4PM to midnight): \$240<sup>00</sup>
  - minimum sales requirement: \$1,400.00
- ◆ full day (8AM to midnight): \$400<sup>00</sup>
  - minimum sales requirement: \$2,300.00



## ROOM

### Brinkworth Lounge

The Brinkworth Lounge operates as our Members' Lounge during the regular season. It is only available for private events from November 1 to March 31 on a limited basis.

Floor-to-ceiling windows have views of both the pool and Horseshow Lake areas.

Featuring our Club's main bar, its pub-style setting offers a more casual atmosphere perfect for small Christmas events, corporate minglers, or family parties.

WEDDINGS

### CAPACITY

- ◆ dining room seating (with dance floor): 160 people‡
- ◆ dining room seating (no dance floor): 200 people‡
- ◆ cocktail reception (mixed seating & standing): 250 people‡

### FEATURES

- ◆ private washrooms
- ◆ private bar
- ◆ dance floor
- ◆ access to deck (smoking not permitted)
- ◆ wood-burning fireplace
- ◆ head table
- ◆ cake table

### RENTAL RATE

- ◆ 4PM day prior to 1AM: \$2000<sup>00</sup>
  - minimum sales requirement: \$9,750.00

### BOOKING INFORMATION

- ◆ access for decorating is available from 4PM the day prior to the event
- ◆ last call for bar service is midnight
  - decorations taken down and guests off premises by 1AM
- ◆ in-house table linens, tableware, and equipment are set up by Glendale staff
  - wedding party is responsible for the set up of decorations, specialty linens, or any other items not provided by the Club



## WEDDING

### Reception

The Lakeview and Fireside Rooms are combined for wedding receptions with added booking time to allow for decorating.

Floor-to-ceiling windows face Horseshoe Lake and the First Tee.

### EQUIPMENT

- ◆ 160 white folding bistro chairs
- ◆ wired sound system with two speakers, microphone, and mic stand
- ◆ signing table and chair

### RENTAL RATE

- ◆ 8AM to 4PM: \$1000<sup>00</sup>

### BOOKING INFORMATION

- ◆ access for decorating is available from 8AM the morning of the event
  - arbors and tents may be set up the evening prior
    - due to wildlife in the area, it is recommended flowers and other decorations be set up the morning of the event
- ◆ chairs are set-up by Glendale staff the morning of the event
- ◆ in the event of inclement weather, it is the responsibility of the wedding party to have alternate arrangements
  - Glendale staff may be available to assist with moving the ceremony into the clubhouse depending on scheduling
- ◆ ceremony bookings are only available in conjunction with a wedding reception booking



## WEDDING

### Ceremony

Our outdoor ceremony area is surrounded by naturalised forest and has tree-lined views of Horseshoe Lake.

# MENU

### CONTINENTAL BREAKFAST

- ◆ \$16.95/person
  - brewed coffee & tea station
  - selection of fruit juices
  - fresh seasonal fruit
  - freshly-baked breakfast pastries

### LAKEFRONT BREAKFAST BUFFET

- ◆ \$24.95/person
  - brewed coffee & tea station
  - selection of fruit juices
  - COLD
    - fresh seasonal fruit
    - freshly-baked breakfast pastries
  - HOT
    - cheese-chive scrambled eggs
    - smoked bacon & pork breakfast sausage
    - cinnamon French toast **or** buttermilk pancakes
    - Yukon Gold hash browns
- ◆ minimum order 25 people



## EVENT MENU

### Breakfast

Breakfast menus are available for events scheduled between 8AM and 11AM.

## DELUXE BRUNCH BUFFET

- ◆ \$42.95/person
  - brewed coffee & tea station
  - selection of fruit juices
  - COLD
    - fresh seasonal fruit
    - freshly-baked breakfast pastries
    - Caesar salad
    - mixed field greens with assorted dressings
    - Chef's creation salads (2)
    - fresh vegetables & dip
  - HOT
    - eggs Benedict
    - cheese-chive scrambled eggs
    - smoked bacon & pork breakfast sausage
    - cinnamon French toast **or** buttermilk pancakes
    - Yukon Gold hash browns
    - Chef's choice seasonal vegetables
  - SPECIALTIES (choose two)  
additional specialties \$9.00/person plus GST & 20% gratuity
    - Belgian waffles with berry compote
    - apple butter glazed ham
    - Southern-fried chicken
    - baked lasagna (beef **or** vegetarian)
    - lemon-herb roasted chicken
    - Southern-smoked baby back pork ribs
  - DESSERT
    - selection of classic dessert pastries & squares
    - deluxe cheese board
- ◆ minimum order 25 people



## EVENT MENU

### Breakfast

Breakfast menus are available for events scheduled between 8AM and 11AM.

## PLATED LUNCHEON

- ◆ **two-course:** \$32.95/person
  - option 1PL: first and main course
  - option 2PL: main and dessert course
- ◆ **three-course:** \$40.95/person
- ◆ **COURSES**
  - brewed coffee & tea station
  - fountain soft drinks
  - dinner rolls
  - **FIRST COURSE** (choice of)
    - chicken vegetable soup
    - Caesar salad
      - romaine lettuce, creamy garlic dressing, shaved parmesan
    - mixed field greens
      - pickled onion, shredded carrot, cherry tomatoes, miso dressing
  - **MAIN COURSE** (choice of)
    - paella
      - assorted seafood, saffron-scented bomba rice
    - grilled chicken breast
      - Dijon cream sauce
    - grilled New York steak (served medium-rare)
      - Alberta beef, Glendale steak spice, mushroom jus
  - **DESSERT** (choice of)
    - warm apple crumble
      - vanilla ice cream
    - flourless chocolate cake
      - molten centre, crème Chantilly, macerated berries
    - fresh fruit plate
      - Chef's selection
- ◆ plated luncheons require a pre-order of all courses



## EVENT MENU

### Luncheon

Luncheon menus are available for events scheduled between 11AM and 3PM.



### SANDWICH BUFFET LUNCHEON

- ◆ \$21.95/person
  - brewed coffee & tea station
  - fountain soft drinks
  - Chef's daily soup
  - Caesar **or** mixed green salad
  - fresh vegetables & dip
  - assorted house made sandwiches:
    - roast beef, ham & cheese, roast turkey, tuna, egg salad, vegetarian
  - assorted cookies & squares

### PASTA BUFFET LUNCHEON

- ◆ \$20.95/person
  - brewed coffee & tea station
  - fountain soft drinks
  - baked garlic toast
  - Caesar salad
  - fresh vegetables & dip
  - wild mushroom ravioli with cream sauce
  - chicken penne with spicy tomato sauce
  - seasonal fruit platter

### BBQ BUFFET LUNCHEON

- ◆ \$27.95/person
  - brewed coffee & tea station
  - fountain soft drinks
  - jalapeno corn bread
  - new potato salad
  - apple cider coleslaw
  - grilled corn on the cob
  - baked potato & fixings
  - BBQ chicken
  - seasonal fruit platter



## EVENT MENU

### Luncheon

Luncheon menus are available for events scheduled between 11AM and 3PM.

## FAIRWAY LUNCHEON BUFFET

- ◆ \$36.95/person
  - brewed coffee & tea station
  - selection of fruit juices
  - dinner rolls
  - COLD
    - Caesar salad
    - mixed field greens with assorted dressings
    - Chef's creation salads (2)
  - HOT
    - roasted seasonal vegetables
    - Chef's choice starch (potato, rice, or pasta)
  - SPECIALTIES (choose two)  
additional specialties \$9.00/person plus GST & 20% gratuity
    - baked lasagna (beef **or** vegetarian)
    - butter chicken
    - lemon-herb roasted chicken
    - beef brisket Sheppard's pie
    - beef stroganoff
    - jerk-spiced basa
    - smoked pork loin with apple-butter BBQ sauce
  - DESSERT
    - selection of classic dessert pastries & squares
    - seasonal fruit
- ◆ minimum order 25 people



## EVENT MENU

### Luncheon

Luncheon menus are available for events scheduled between 11AM and 3PM.

**LUNCHEON BUFFET ADDITIONS**

- ◆ omelette station \$8.00/person
  - baby shrimp, ham, mushrooms, green onions, tomatoes, bell peppers, cheese blend
- ◆ roasted baron of beef station \$8.50/person
  - red wine jus & creamed horseradish
- ◆ roasted prime rib of beef station \$12.50/person
  - red wine jus & creamed horseradish
- ◆ smoked Atlantic salmon station \$8.50/person
  - red wine jus & creamed horseradish
- ◆ charcuterie & condiments \$20.95/person
- ◆ cheese board & assorted crackers \$18.95/person
- ◆ fresh vegetables & buttermilk ranch \$8.95/person
- ◆ perogies \$7.25/person
  - bacon, caramelised onion & sour cream
- ◆ baked cabbage rolls & zesty tomato sauce \$6.00/person
- ◆ wild mushroom ravioli with cream sauce \$6.00/person
- ◆ sliced tomatoes \$3.00/person
- ◆ smoked pork back ribs \$10.50/person
- ◆ four cheese tortellini primavera \$5.00/person
- ◆ baked salmon with dill cream sauce \$11.50/person
- ◆ beef bourguignon \$10.00/person



**EVENT MENU**

Luncheon

Pricing for listed additions on this page is based on items being ordered in conjunction with a luncheon buffet menu.

## PLATED DINNER

- ◆ **two-course:** \$47.95/person
  - option 1PD: first and main course
  - option 2PD: main and dessert course
- ◆ **three-course:** \$57.95/person
  - brewed coffee & tea station
  - fountain soft drinks
  - dinner rolls
  - FIRST COURSE (choice of)
    - roasted butternut squash soup
      - maple crème fraiche, spiced squash seed
    - Caesar salad
      - romaine lettuce, creamy garlic dressing, shaved parmesan
    - arugula & bresaola salad
      - dry-aged beef tenderloin, truffle-lemon vinaigrette
  - MAIN COURSE (choice of)
    - seared salmon
      - chili-lime beurre blanc
    - Mediterranean chicken breast
      - mint yogurt
    - braised boneless short rib
      - braised beef reduction
    - gilled New York steak (served medium-rare)
      - Alberta beef, Glendale steak spice, mushroom jus
  - DESSERT (choice of)
    - apple strudel
      - vanilla ice cream, apple butter
    - flourless chocolate cake
      - molten centre, crème Chantilly, macerated berries
    - vanilla cheesecake
      - bourbon pineapple, strawberry coulis
    - Chef's selection fresh fruit
- ◆ plated dinners require a pre-order of all courses



## EVENT MENU

### Dinner

Dinner menus are available for events scheduled between 3PM and 9PM.

## RENTAL RATE

- ◆ **option 1BD:** \$54.95/person
  - served with roasted baron of beef carving station
- ◆ **option 2BD:** \$61.95/person
  - served with prime rib of beef carving station
- ◆ dinner buffets include:
  - brewed coffee & tea station
  - fountain soft drinks
  - dinner rolls
  - COLD
    - Caesar salad
    - mixed field greens with assorted dressings
    - Chef's creation salads (3)
    - fresh vegetables & dip
    - pickles & olive
    - cheese board
  - HOT
    - roasted seasonal vegetables
    - Chef's choice starch (potato, rice, or pasta)
  - SPECIALTIES (choose one)
 

additional specialties \$9.00/person

    - chicken parmesan with roasted tomato sauce
    - roasted lemon thyme chicken
    - Southern fried chicken
    - seared salmon & General Kim glaze
    - Mongolian beef
    - roasted pork loin with bourbon maple glaze
    - Fisherman's seafood stew
    - baked lasagna (beef **or** vegetarian)
  - DESSERT
    - selection of classic dessert pastries & squares
    - seasonal fruit
- ◆ minimum order 50 people



## EVENT MENU

### Dinner

Dinner menus are available for events scheduled between 3PM and 9PM.

### DINNER BUFFET ADDITIONS

- ◆ roasted baron of beef \$8.50/person
  - red wine jus & creamed horseradish
- ◆ roasted prime rib of beef \$12.50/person
  - red wine jus & creamed horseradish
- ◆ smoked Atlantic salmon \$8.50/person
  - red wine jus & creamed horseradish
- ◆ perogies \$9.25/person
  - crumbled bacon, caramelised onion & sour cream
- ◆ coq au vin red wine braised chicken thighs \$9.95/person
- ◆ roasted garlic mashed potatoes \$5.25/person
- ◆ baked cabbage rolls & zesty tomato sauce \$8.00/person
- ◆ four cheese tortellini primavera \$7.00/person
- ◆ wild mushroom ravioli with cream sauce \$8.00/person
- ◆ smoked Angus brisket & Memphis BBQ sauce \$12.95/person
- ◆ smoked pork back ribs \$12.50/person



## EVENT MENU

### Dinner

Pricing for listed additions on this page is based on items being ordered in conjunction with a dinner buffet menu.

**HOT**

- ◆ vegetable quiche \$22.95/dozen
- ◆ tandoori chicken skewer \$27.95/dozen
- ◆ bacon-wrapped scallop \$29.95/dozen
- ◆ vegetable spring roll & sweet chili sauce \$22.95/dozen
- ◆ spanakopita & tzatziki \$25.95/dozen
- ◆ salt & pepper chicken wings \$26.95/dozen
- ◆ bulgogi beef skewer \$29.95/dozen
- ◆ brisket slider \$29.95/dozen

**COLD**

- ◆ cocktail shrimp & horseradish cocktail sauce \$29.95/dozen
- ◆ salmon gravlax on rye crostini \$29.95/dozen
- ◆ California roll \$29.95/dozen
- ◆ bocconcini skewer \$22.95/dozen

**BOARDS & TRAYS**

- ◆ fresh vegetables & buttermilk ranch \$8.95/person
- ◆ seasonal fresh fruit \$10.95/person
- ◆ finger sandwiches \$9.95/person
- ◆ charcuterie & condiments \$20.95/person
- ◆ cheese board & assorted crackers \$18.95/person

**SNACK BOWLS**

- ◆ Cajun mixed nuts \$40.00/kg
- ◆ salsa & tortilla chips \$25.00/1L
- ◆ spinach dip & toasted French loaf \$35.00/1L
- ◆ tomato bruschetta & crostini \$24.50/1L
- ◆ hummus, fresh vegetables & pita \$30.00/1L



**EVENT MENU**

**Hors D'Oeuvres**

Hors d'oeuvres service is served at a table station.

Butlered hors d'oeuvres service is available for an additional \$3.00/person.

### CARVING STATIONS

- ◆ roasted baron of beef     \$19.95/person
  - Kaiser rolls, Dijon mustard, red onion, creamed horseradish
  - brewed coffee & tea station
  - minimum 30 people
- ◆ roasted Alberta prime rib     \$29.95/person
  - Kaiser rolls, Dijon mustard, red onion, creamed horseradish
  - brewed coffee & tea station
  - minimum 30 people
- ◆ smoked Atlantic salmon     \$25.95/person
  - mini bagels, rye bread, red onion, capers, cream cheese
  - brewed coffee & tea station
  - minimum 15 people

### SELF-SERVE STATIONS

- ◆ hand-tossed pizza     \$14.95/person
  - Chef's selection of pizza
  - fresh vegetables & dip
  - selection of pickles
  - brewed coffee & tea station
  - minimum 15 people
- ◆ beef on a bun     \$17.95/person
  - freshly-baked rolls & assorted condiments
  - fresh vegetables & dip
  - pickles
  - brewed coffee & tea station
  - minimum 15 people
- ◆ charcuterie & cheese     \$22.95/person
  - Chef's selection of cold cuts and cheese
  - assorted crackers & baguette
  - brewed coffee & tea station
  - minimum 15 people



## EVENT MENU

### Mid-Night Lunch

Mid-night lunch menus are available between 8PM and 11PM.



### SNACKS

- ◆ assorted baked fruit breads \$3.00/person
- ◆ assorted Danish \$4.25/person
- ◆ assorted cookies \$3.00/person
- ◆ assorted dessert squares \$5.00/person
- ◆ seasonal fruit with yogurt dip \$7.00/person
- ◆ assorted individual yogurt \$3.00/each

### REFRESHMENTS

- ◆ coffee & tea station with refills \$3.00/person
- ◆ coffee pot – small (1L) \$8.00/each
- ◆ coffee pot – large (1.9L) \$15.00/each
- ◆ coffee urn (5.7L) \$45.00/each
- ◆ bottled fruit juice (450ml) \$3.00/each
- ◆ fruit juice carafe (1L) \$6.50/each
- ◆ fruit juice pitcher (1.9L) \$12.50/each
- ◆ bottled soft drinks (591ml) \$3.00/each
- ◆ pitcher fountain beverage (1.9L) \$9.50/each
- ◆ bottled still water (500ml) \$2.50/each
- ◆ bottle sparkling water (500ml) \$3.00/each



## EVENT MENU

### Meetings & Breaks

Meeting and break items are self-serve stations.

BAR

## HOUSE LIQUOR

- ◆ Russian Standard Vodka
- ◆ Seagram's VO Canadian Rye
- ◆ Beefeater Gin
- ◆ Bacardi White Rum
- ◆ Bacardi Black Rum
- ◆ Captain Morgan's Spiced Rum
- ◆ Jack Daniel's Tennessee Whiskey
- ◆ J & B Scotch
- ◆ Jameson Irish Whiskey
- ◆ El Jimador Tequila
- ◆ Long Island Mix
- ◆ Baileys Irish Cream
- ◆ Kahlua
- ◆ Grand Marnier
- ◆ Other liquors at the sole discretion of the Glendale

## HOUSE BEER

- ◆ Budweiser
- ◆ Bud Light
- ◆ Bud Light Lime
- ◆ Canadian
- ◆ Canadian 67
- ◆ Kokanee
- ◆ Pilsner
- ◆ Smirnoff Ice Light Raspberry



## BAR SERVICE

### CASH BAR

\$8.00/ticket  
all included

### HOST BAR

\$6.50/drink  
plus service charge, plus GST

Last call for bar service is  
midnight.

Other items may be available  
to private events at the sole  
discretion of the Glendale.

# TERMS AND CONDITIONS

## 1. Deposit Information

- a. a deposit of 20% of the event estimate (or \$250.00, whichever is more) is due upon booking
- b. rooms remain available for booking by other parties until deposit is received
  - i. an inquiry into a room and/or date does not guarantee a booking
    - 1. the Glendale reserves the right to release any room and/or date without notice if a deposit has not been received
- c. all deposits are non-refundable from time of booking
  - i. deposits are forfeit if event is cancelled, rescheduled, or moved to another area of the facility
- d. amount is applied to the final bill at the end of the event as a credit

## 2. Payment

- a. a credit card number is to be provided a minimum of 10 (ten) business days prior to the event for payment
  - i. payment by cheque or EFT is available with prior approval only
- b. to ensure timely service to all guests, separate guest checks are not available to groups of nine or more
- c. booking host is responsible for payment of any outstanding charges at end of event
- d. the Glendale reserves the right to adjust for current market value any prices and/or rental rates on events booked more than six (6) months in advance

## 3. Cancellations

- a. all cancellations must be made in writing
- b. cancellation of events made more than 60 days from the scheduled date of the event will result in forfeiture of the total deposit
- c. cancellation of events more than two weeks (14 days) but less than 60 days from the scheduled date of the event will result in forfeiture of the deposit and/or a cancellation fee of 50% of the total event estimate
- d. cancellation of events made less than two weeks (14 days) prior to the event will result in forfeiture of the deposit and/or a cancellation fee equal to the total amount (100%) of the event estimate

## 4. Rental Rates and Minimum Sales Requirements

- a. posted rental rates are based on non-member bookings and are valid from April 1 to December 31
- b. rental rates for off-season events between January 1 and March 31 are quoted on an individual basis
- c. if the minimum sales requirement for an event is not met, the Glendale reserves the right to charge the difference between the final bill and the minimum sales requirement as an additional room fee (before room rental, service charge, and GST)
- d. Member Bookings and Member-Sponsored events are subject to the following discount
  - i. Member Bookings
    - 1. rental rate is waived if the minimum sales requirement is met
    - 2. if the minimum sales requirement is not met, the rental rate is charged at 50% of the listed regular rate or the difference between the minimum sales requirement and the final bill, whichever is less (before room rental, service charge, and GST)
    - 3. to qualify for a Member Booking, the Member must be present at the event, and the event will be charged to the Member's account
  - ii. Member-Sponsored Bookings
    - 1. rental rate is 50% of the listed regular rate if the minimum sales requirement is met
    - 2. if the minimum sales requirement is not met, the rental rate is 50% plus the difference between the final bill and the minimum sales requirement (before room rental, service charge, and GST)

3. to qualify for a Member-Sponsored booking, the Member is required to co-sign the event agreement, but the Member does not have to be present at the event

## 5. Food Service

- a. the Glendale does not provide for tastings of its event menus
  - i. if an example of our cuisine is requested, the Glendale will make a complimentary reservation for the designated host(s) of an event up to two people. Additional guests will be charged at list price
- b. final guest count and menu selections are required a minimum of 10 (ten) business day prior to the event
  - i. once the final guest count is provided, it may not be decreased
  - ii. final menu charge is calculated using the final confirmed guest count or the total number of guests attending, whichever is more
  - iii. if a plated menu is selected, all course selections and counts are to be provided with the final guest count
    1. to ensure proper service to event guests, the host(s) is responsible for the placement of place cards indicating menu selections
  - iv. any/all dietary restriction requests and allergy alerts must be provided with the final guest count
    1. the Glendale cannot guarantee accommodation of any special dietary requirements made the day of the event
- c. the Glendale reserves the right to change any buffet menu to a plated menu should the guest count not meet the minimum guest count requirement
- d. Alberta regulatory requirements limit buffet and/or self-service item placement to a maximum of two hours
- e. no outside food is permitted without written approval from the Glendale
  - i. approved outside food such as special occasion cakes are to be brought the day of the event
    1. the Glendale does not accept responsibility for the storage or service of approved outside food items
  - ii. in accordance with Alberta Health regulations all outside food must be supplied from a commercial licenced supplier; homemade food is prohibited
- f. no leftover food or beverages may be taken from the Glendale
- g. children's meals
  - i. Buffet Service
    1. children five years of age and under eat at no charge
    2. children between six years and 12 years of age are charged half-price
  - ii. Plated Service
    1. children's plated meals must be confirmed with the final guest count for all events
    2. children's plated meal options are available upon request and are charged at list price

## 6. Beverage Service

- a. all beverage service must be confirmed with the final guest count
  - i. the Glendale reserves the right to make suitable substitutions for any beverage service confirmed after the final guest count is provided
- b. wine corkage is available at \$17.50/750ml, plus service charge and GST
- c. no other outside alcoholic or non-alcoholic beverages, including beverages for tournaments, are permitted without prior written approval from the Glendale
- d. orders for unlisted beverages are available upon request and will be charge based on full case lots
  - i. special order requests must be provided with the final guest count

- e. the Glendale reserves the right to restrict or discontinue bar service to individual guests and/or the entire event at any time
- f. last call for bar service is midnight with all guests to be off the property no later than 1AM

#### 7. Equipment

- a. pricing includes staffing and use of regularly inventoried small wares, linens, and furniture
  - i. additional charges may apply for specialty service and/or equipment requests
- b. the Glendale provides the following optional equipment to events at no charge on a first-come, first-serve basis
  - i. podium
  - ii. wireless handheld microphone
  - iii. wireless lapel microphone
  - iv. audio jack access to sound system
  - v. HDMI projector with screen
  - vi. flip chart with markers

#### 8. Decorations, Personal Property, and Outside Suppliers

- a. confetti, sparkles, flower petals, and/or other small thrown or sprinkled items are not permitted
  - i. use of thrown/sprinkled items may result in additional charges to the event for cleaning and/or repairs to equipment
- b. any candle producing a flame must be enclosed in a fire-proof container with the flame a minimum of 2.5cm (1") from the top of the container
- c. no decorations may be taped, stapled, tacked, nailed, or otherwise affixed to any part of the event space in a manner which may cause damage
  - i. if damage occurs, additional charges for repair may be charged to the credit card on file
- d. the Glendale does not accept responsibility for any outside equipment or property brought by the host, presenter, guests, or outside service providers
  - i. the Glendale is not responsible for the loss or damage of any outside equipment or personal property including, but not limited to: rented linens and table covers, DJ equipment, coats, purses, centre pieces, etc.
- e. the Glendale is responsible for the management of its staff only. Any outside service or food providers are the sole responsibility of the event host(s). This includes but is not limited to: photographers, DJs, event planners, cake or outside food caterers, entertainers, etc.
- f. a SOCAN fee of \$75.00 will be added to all events using outside music or entertainment covered by Canadian royalty laws

#### 9. Conduct

- a. it is the sole responsibility of the host(s) to inform all guests attending the event of all rules and codes of conduct
- b. the Glendale's dress code applies to all events
- c. guests are not permitted in Member-only areas of the Clubhouse or anywhere on the course, pool, or gardens at any time during the event unless they are Members of the club
- d. smoking of tobacco is only permitted outside the front entrance of the Clubhouse
  - i. smoking is not permitted on the deck
  - ii. smoking of cannabis is not permitted in any area of the Facility
- e. the Glendale reserves the right to remove any guest(s) from the property who is being disruptive to the safety and enjoyment of event guests and/or Members or staff of the club
- f. to ensure the safety and security of all guests, staff, and the Facility, a designated representative of the host(s) is to be available throughout the entirety of the event to assist with any/all matters related to the event
  - i. the name of this person is to be provided with the final guest count
  - ii. this person is to remain unintoxicated for the entirety of the event

- iii. the designated person may be requested to assist with matters including, but not limited to:
  - 1. intoxicated guests, payment issues, damage to property, health and safety emergencies, etc.

- g. All minor children must be supervised by a parent or guardian at all times, and are not to be left unattended in any area of the Clubhouse, golf course, pool area, or any other part of the Facility.
- h. The host(s) may not use the Glendale logo, documents, or pictures for advertising or marketing purposes without written permission from the Club.

#### 10. General Terms of Agreement

- a. The Glendale reserves the right to take pictures of all events and decorations for use in advertising, social media, marketing, and other facility documents.
  - i. The Glendale agrees not to sell images or event information to third parties.
- b. It is the sole responsibility of the host(s) to fully read and understand these Terms and Conditions, and to request any changes and/or clarification to the above terms and conditions prior to signing any booking agreement with the Glendale.
- c. Any changes to this agreement must be requested in writing and signed by both the Club and the host(s) of the event.
- d. These Terms and Conditions are subject to change without notice. In the event an Event Agreement has been signed, the Glendale will take reasonable action to notify the event host(s) of any changes that may directly affect his/her/their event.