



Banquet Guide



SERVICES & AMENITIES

- Glassware, Flatware & China
- Tables & Chairs
- Set Up and Break Down of Club Provided Items
- 4 Hours of Event Time for an Afternoon Event and 5 Hours for an Evening Event
- 2 Hours of Set up Time for an Evening Event and 1 Hour of Set Up Time for an Afternoon Event
- Linens & Napkins in Black, White or Ivory
- Ample & Free On-Site Parking
- Handicap Accessible

ROOM RENTAL & MINIMUMS

	<i>Room Rental</i>	<i>F&B Minimum</i>
MON-THURS DAYTIME	\$350	\$500
MON-THURS EVENING	\$500	Nov-April \$ 1,000 May-Sept \$ 1,500
FRIDAY	Nov- April \$500 May-Oct \$750	Nov-April \$2,000 May-Sept \$4,000
SATURDAY	Nov-April \$750 May-Oct \$1,000	Nov-April \$3,500 May-Sept \$5,000
SUNDAY	Nov- April \$350 May-Oct \$500	Nov-April \$2,000 May-Sept \$4,000
HOLIDAYS	\$2,000	\$6,000

Room rental and minimum pricing varies based on the event space, event date, event time of the year, event time, event details, and time of booking. Please speak with our Event Sales Manager for a custom cost estimate.

BREAKFAST

COFFEE, JUICE & PASTRIES \$7.50 per person

- Assorted Pastries
- Hot Tea
- Chilled Juices
- Freshly Brewed Regular and Decaffeinated Coffee

CONTINENTAL \$10.50 per person

- Assorted Pastries
- Baked Goods
- Fresh Fruit Salad
- Chilled Juices
- Hot Tea
- Freshly Brewed Regular and Decaffeinated Coffee

BRUNCH BUFFET

\$22 per person

INCLUDES:

- Scrambled Eggs
- Choice of Bacon or Sausage
- Iced Tea
- Chilled Fruit Juices
- Fresh Fruit Salad
- Assorted Pastries
- Vegetables Du Jour
- Chef's Choice Potato
- Assortment of Desserts

SALAD *Select One*

- The Manor Salad Dressed with Poppyseed Dressing
- Chopped BLT Salad Dressed with Creamy Ranch
- Traditional Caesar Salad

ENTREE *Select Two*

- Warm Waffles with Maple Syrup
- French Toast with Maple Syrup
- Carved Ham with Pineapple Chutney
- Lemon and Garlic Rosemary Chicken

**Pricing does not include the applicable 20% service charge and sales tax.
Prices and availability are subject to change at any time.**

BOXED LUNCH

BOXED LUNCH \$13 per person

- Potato Chips
- Cookie
- Napkins
- Condiments

SANDWICH *Select Two*

- Roast Beef Sandwich
- Turkey Sandwich
- Ham Sandwich
- Grilled Chicken Wrap
- Grilled Vegetable Wrap

GRAB-AND-GO

Candy Bars.....\$3 each

Energy Bars.....\$5 each

Fruit & Nut Bars.....\$4 each

Chips or Pretzels.....\$3 each

Whole Fruit.....\$2 each

Snack Mix.....\$2 each

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LUNCH & DINNER

All options include Iced Tea & Lemonade. Dinner is 5:00 pm or later.
30 person minimum.

ITALIAN FEAST

\$18/\$20 per person

- Penne Pasta
- Chicken Alfredo
- Marinara Sauce & Meatballs
- Caesar Salad
- Garlic Bread
- Chocolate Trifle

PICNIC BUFFET

\$19 per person

- Hamburgers & BBQ Chicken
- Bratwurst with Onions & Peppers
- Baked Beans, Pasta Salad, Garden Salad
- Tomato, Lettuce, Red Onion, Pickle Spears
- Potato Chips
- Buns & Condiments
- Freshly Baked Cookies & Brownies

MEXICAN FIESTA

\$18/\$20 per person

- Fajita Steak & Chicken
- Sautéed Onions & Peppers
- Black Beans
- Spanish Rice
- Pico De Gallo, Sour Cream, Mixed Cheese
- Lettuce, Tomatoes, Flour Tortilla
- Chips & Salsa
- Cinnamon Sugar Chips

EAGLE BUFFET

\$20/\$23 per person

- Chicken Marsala
- Italian Sausage & Peppers
- Penne Rigate with Marinara Bake
- Garden Salad
- Green Beans Almondine
- Baked Focaccia
- Assorted Desserts

AMERICAN BBQ

\$20/\$25 per person

- Dry Rub Pulled Pork
- Grilled BBQ Chicken
- Creamy Macaroni & Cheese
- Cole Slaw
- Garden Salad
- Selection of Buns, Rolls & Condiments
- Freshly Baked Cookies & Brownies

KEMPER BUFFET

\$25/\$28 per person

- Dry-Rubbed Tri-Tip with Horseradish & Pan Jus
- Brined & Roasted Pork Loin Topped with Honey Mustard Sauce
- Garlic & Chive Mashed Potatos
- Oven Roasted Vegetables
- Garden Salad
- Freshly Baked Rolls & Butter
- Selection of Cakes

If you do not see a menu that suits your vision we are happy to design a menu specifically for your group. Pricing does not include the applicable 20% service charge and sales tax. Prices and availability are subject to change at any time.

HORS D'OEUVRES PACKAGES

Cold Options

OHIO LOCAL CHEESE DISPLAY

SEASONAL FRESH FRUIT DISPLAY

VEGETABLE CRUDITÉ & DIP

BUFFALO CHICKEN CROSTINI

TORTELLINI-PESTO SKEWERS

CANDIED BACON

ROASTED RED PEPPER HUMMUS WITH PITA

PINEAPPLE, HAM, HONEY MUSTARD SLIDER

CHICKEN SALAD CROISSANT

CAPRESE DISPLAY

Hot Options

GARLIC CHEESY BREAD

MARINARA, BBQ, OR SWEDISH MEATBALLS

PORK POTSTICKERS WITH HOISON BBQ SAUCE

CHICKEN QUESADILLA TRUMPETS

SAUERKRAUT BALLS WITH AIOLI

VEGETARIAN SPRING ROLLS

VEGETABLE OR SAUSAGE-STUFFED MUSHROOMS

CHICKEN PARMESAN SKEWER

CHICKEN SATAY SKEWER WITH PEANUT SAUCE

SPINACH ARTICHOKE DIP WITH PITA

PICK ANY THREE (3) APPETIZERS FOR \$15

Additional Appetizers \$4 per person

Pricing does not include the applicable 20% service charge and sales tax. Prices and availability are subject to change at any time.



DESSERTS

COOKIES & BROWNIES \$5

SHEET CAKE \$6

PIE \$7

CHOCOLATE CAKE \$6

CHEESECAKE \$7

CHOCOLATE TRIFLE \$7

ICE CREAM SUNDAE BAR \$10

Pricing does not include the applicable 20% service charge and sales tax. Prices and availability are subject to change at any time.



BEVERAGES

Hosted Bar Packages

4 HOUR BAR (75 person minimum)

- Non-Alcoholic \$4 per person
- Beer & Wine \$18 per person
- Well \$20 per person
- Call \$28 per person

5 HOUR BAR (75 person minimum)

- Non-Alcoholic \$4 per person
- Beer & Wine \$22 per person
- Well \$25 per person
- Call \$35 per person

Cash Bar

\$500 minimum or \$150 bartender fee per bartender

NON-ALCOHOLIC

Regular and Decaf Coffee, Hot Tea, Fountain Soda, Iced Tea & Lemonade

BEER & WINE

One Domestic Draft Beer & House Wines

WELL BAR

One Domestic or Imported Draft Beer, House Wines & Well Liquors

CALL BAR

Domestic and Imported Bottled Beer, Hard Seltzer, House Wines & Call Liquors

(Bar Packages Exclude Shots)

Beer, Wine & Liqueur

Non-Premium Beers Budweiser, Bud Light, Miller Light, Coors Light, Yuengling, Seasonal Ales, Non-Alcoholic **\$4 each**

Non-Premium Draft Beers Varies, Please Ask **\$4 each**

Premium Beers Corona, Modelo, Amstel Light **\$5 each**

Premium Draft Beers Varies, Please Ask **\$6 each**

Hard Seltzer White Claw **\$4 each**

House Wines Chardonnay, White Zinfandel, Riesling, Pinot Grigio, Moscato, Pinot Noir, Merlot, Cabernet Sauvignon **\$6 each**

Well Liquor Smirnoff Vodka, Barton's Gin, Castillo Rum, Old Crow Bourbon, Seagram's 7, Lauders Scotch, Montezuma Tequila, Assorted Schnapps, Amaretto Dekuper **\$7 each**

Call Liquor Buckeye Vodka, Gordon's Gin, Bacardi Rum, Captain Morgan's Spiced Rum, Jack Daniels Whiskey, Crown Royal, Canadian Whiskey, Jim Beam Bourbon, Seagram's 7, Dewars Scotch, Jose Cuervo Tequila. **\$9 each**

Sparkling Wine Service

- House **\$21 per bottle**
- Toast pour for larger groups **\$3 each**

Non-Alcoholic

Regular and Decaf Coffee, Hot Tea, Soft Drinks, Iced Tea and Lemonade **\$2 each**

Pricing does not include the applicable 20% service charge and sales tax. Prices and availability are subject to change at any time. All alcoholic beverages must be provided and served by the club. No outside alcohol is permitted at any time.

DETAILS

RESERVATIONS, DEPOSITS, & CANCELLATIONS

A non-refundable deposit must be provided along with a signed reservation agreement to reserve your date. The agreement will reserve your date pending acceptance. This agreement will become null and void, and the date will be released if this agreement is not signed and the deposit received within seven (7) days. Deposits and other payments are non-refundable for any reason, including but not limited to potential conflicts with nearby public or private functions and weather. In the event of a cancellation, your deposit and any other deposits are forfeited. Cancellations must be received in writing and from the initial signer of the contract.

FOOD & BEVERAGE MINIMUMS

The Food and Beverage Minimum refers to the minimum amount of food and beverage that is required to secure the space. This consists of any food and beverages purchased from the club. Room Rental, additional rentals, tax, and service charges do not go toward this minimum. All food and beverages are applicable to a 20% service charge and state sales tax.

PAYMENT SCHEDULE:

We accept payment in the form of cash, check, or credit card. We reserve the right to charge for credit card use. Below outlines the payment schedule, all deposits are applied to the final balance.

- Deposit: Equal to the rental fee and due with a signed contract.
- 2nd Deposit: 50% of the estimated total due six (6) months prior to your event date. If the event is less than six (6) months from the time of booking, this will be included with your initial deposit.
- Final Payment: Final Payment of all estimated charges is due fourteen (14) days prior to the event date (with the final guest count, final timeline, final food and beverage details, and final room setup).

Failure to pay scheduled deposits/payments on or before the due date/s will result in the cancellation of your event without notice. Any overpayment or additional balance due will be refunded or charged to the card on file within seven (7) days of your event.

A credit card will be required on file for any additional or day of charges after final payment. If you do not wish to provide a credit card on file, a security deposit in the amount of \$500 will be required in addition to your final payment. The security deposit will be refunded within fourteen (14) days of clearing your event of any additional charges.

FOOD AND BEVERAGE:

All food and beverages must be provided by the Club. No food or beverage will be permitted to be brought into or removed from the facility by any client or client guest. Food and beverage pricing is subject to change without notice. A wedding cake is permitted. Check with your Sales Manager for any exceptions. For safety and health precautions, THE REMOVAL OF LEFTOVERS IS NOT PERMITTED.

MENU SELECTIONS:

To ensure the success of your event, your menu and beverage selections, as well as any special dietary accommodations for your guest(s), must be confirmed on or before thirty (30) days prior to your event. Menu and beverage prices are subject to change without notice. If you do not provide your menu selections thirty (30) days prior, we cannot guarantee your items, selections, or the success of your event.

LIQUOR LIABILITY:

In accordance with the Ohio State liquor laws, a guest must be 21 years or older to consume alcoholic beverages. The Club reserves the right to refuse service to any person who is unable to produce acceptable identification as to proof of age or who exhibits signs of intoxication. The club must provide and serve all alcohol. No outside alcohol is permitted at any time.

DETAILS

FINAL GUARANTEED ATTENDANCE:

Final guaranteed attendance is due Fourteen (14) days prior to your event. The number will be considered a guarantee and will be charged in full, even if fewer guests attend. If no updated attendance guarantee is given, the Club will consider the number indicated at the initial booking to be the correct guaranteed number at Fourteen (14) days out.

FINAL DETAILS & SIGNED BANQUET EVENT ORDER:

Final event details are due Fourteen (14) days prior to your event. This includes your final guaranteed attendance, timeline, vendor information, any event specifics, room setup, final seating diagram, final signed banquet event order, and final payment. If you do not provide these on time, we cannot guarantee your items, selections, or the success of your event.

SERVICE CHARGE & SALES TAX:

All event charges are subject to a 20% service charge and appropriate Ohio sales tax. Sales tax is applicable to the service charge.

SET-UP:

The Club provides round dining tables, buffet tables, standard linens/napkins, chairs, glassware, flatware & china. Custom items such as specialty linens, specialty china, and crystal are available at an additional cost and must be arranged in advance for your event by your Sales Manager. Any signs and/or banners that are to be affixed to any surface must be pre-approved by your Sales Manager in writing. A labor charge may apply. Standard setup, teardown, and clean-up are included in the rental fee. Afternoon events include 1 hour of set up, and evening events include 2 hours of set up. The Club will set up and break down club-provided items. The client is responsible for setting up any additional personal items or items arranged outside of the Club. Additional labor and rental fees may apply for extensive or elaborate table needs and setup. Cleaning/damage charges may apply for events where there is significant damage to any part of the facility and/or cleaning needs are above and beyond the standard post-event cleaning. All items must be removed at the conclusion of the function or will be disposed of by the Club.

VENDORS:

At least fourteen (14) days prior to your event, you are required to provide your Sales Manager with a contact name, email, and telephone number for each vendor who will be involved with your event. Vendors have access two (2) hours prior to your event for weddings and (1) hour prior to your event for all other functions. All vendor items must be removed at the conclusion of the event or will be disposed of by the club.

EVENT DECORATIONS:

Events will be allowed access to the event spaces (2) hours prior to the event start time for evening events and one (1) hour prior for afternoon events. If more time is requested by the customer and approved by the Sales Manager, in writing, a fee may be charged to the customer. Confetti, glitter, smoke machines, sparklers or any sort of cool sparks may not be used; a fee of \$500 will be assessed for the use of confetti or glitter. If you have questions about decorations, please speak with the Sales Manager.

DAMAGE AND LIABILITY:

You will be responsible for damages or losses to Club equipment, property, and fixtures, whether due to your event's activities or guest conduct. The Club does not assume responsibility for personal property or equipment brought into the facility or for any items provided by an outside vendor. All items used for your event must be removed at the conclusion of your event or will become property of the Club and will be disposed of.



SECURE YOUR EVENT

Deposit Schedule

To secure your event date, a non-refundable deposit and signed contract is required.

Deposits can be made via credit card, check, or cash. The Club reserves the right to charge for credit card usage.

ALL CHECKS NEED TO BE MADE PAYABLE TO THE CLUB.

Final guest count and final payment is due (2) weeks before your event.

Jackie Packer

BENT TREE GOLF CLUB

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