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# WEDDING & BANQUET

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SUNSET HILLS 2022



*Where you're always welcome!*





## ABOUT

Whether you are planning a rehearsal dinner, wedding ceremony, reception, business luncheon, family gathering, shower, graduation, reunion, holiday party or other special event, we hope you will consider us. With our beautiful event tent, clubhouse, spectacular views and professional staff, Sunset Hills Golf Club is the perfect setting for your special event.

Featuring a beautiful white, event tent, breathtaking views and culinary delights, Sunset Hills is ready to accommodate your needs! There are room options to choose from, as well as a beautiful ceremony area with a pond for a backdrop. Our banquet tent and indoor

dining room are perfect for weddings or large events, while our banquet room, outdoor deck, and sports bar area are great for smaller events.

The tent is our most grandeur and elegant space, featuring five large chandeliers and gorgeous drapery. Holding the most guests of all of our rooms, it is a go-to for receptions and larger events. It also includes a turfside patio for additional sitting, VIP area, or simply a place to set up games! The dining room is perfect for weddings and smaller receptions or banquets. Whatever you're looking for, the team at Sunset Hills cannot wait to make your event perfect!

# FOOD & BEVERAGE

*the fine details*

## Menu Selection

To assure preparation time, menu selections need to be finalized thirty business days before the event date and alcoholic beverage packages selected a minimum of two weeks prior to the event date.

Final meal headcounts need to be finalized ten days before the event date. Customized menus should be discussed directly with our Executive Chef and your Event Coordinator. All food and beverage prices are subject to change.

Vegan, vegetarian, gluten free and other special dietary meal requests are "Chef's Choice" and available only with prior notice. Two different main entrées may be selected with the same salad, vegetable, and starch.

## Outside Catering

Sunset Hills does not allow food or beverage to be brought onto the property by guests without the permission of your Event Coordinator. Wedding cakes, desserts, and snack stations from licensed vendors are allowed.

Containers must be provided by guests for food items leaving the clubhouse, such as wedding cake. Food and beverage prepared by Sunset Hills is not allowed to be taken outside of the facility.

## Specialty Stations

Stations such as ice cream, popcorn, coffee, etc. must be approved by your Event Coordinator. Chocolate fountains are not allowed at Sunset Hills.

## Alcohol

Alcoholic beverages are not allowed to enter or leave the clubhouse property. If outside alcoholic beverages are brought onto SHGC property, they are subject to confiscation without return.

Whoever is found to have outside alcoholic beverages may be dismissed from SHGC property immediately. If an event is found to have outside alcoholic beverages, SHGC reserves the right to shut down the event bar immediately.

By law, Sunset Hills will decline service of alcohol to underage persons. The age of service for alcohol is 21 years, without exception. Guests must be able to show proper picture identification, upon request, when ordering or consuming alcoholic beverages. SHGC reserves the right to not serve or discontinue service of alcohol to any guest based on the judgment of the bartender or manager on duty at that time.

All hosts must initial and sign Sunset Hills "Alcohol Policy" document prior to their event.

One or two bartenders and set bar is included in your room fee; if additional bar service is needed a \$275 portable bartender/bar set up fee will be charged.

# HORS D'OEUVRES

*priced per person // passed hors d'oeuvres \$35 fee each*

Spinach Artichoke Dip (warm) - 3.50

Crab Rangoon - 4.00

Hawaiian Meatballs - 3.50

BBQ Meatballs - 3.50

Asian Vegetarian Spring Roll - 3.50

Grilled Caribbean Chicken Tenders - 3.50

Coconut Shrimp - 4.25

Fried Cheese Ravioli - 3.50

Beef Tenderloin Bites - 5.00

Italian Sausage Stuffed Mushrooms - 4.00

Crab Stuffed Mushrooms - 4.00

Spinach Artichoke Stuffed Mushrooms - 4.00

BBQ Cocktail Smokies - 3.50

Mini Beef Wellington - 5.00

Vegetable Crudités - 3.50

Cheese Display - 4.50

Spinach Herb Dip (cold) - 3.50

Tomato Basil Bruschetta - 4.00

Seasonal Fruit Display - 4.50

Jumbo Shrimp Cocktail - 5.75

Smoked Turkey Pinwheels - 4.00

Pretzel Bites with Cheese Sauce - 3.50

Salami Horns with Herbed Cream Cheese - 3.50

Fried Macaroni and Cheese Bites - 4.00

Mediterranean Crostini - 4.00



*22% service charge and current sales tax will be added to event total - all food and beverage pricing subject to change*

# PLATED MEALS

*priced per person*

- plated meals include dinner roll and butter, coffee station, water, iced tea, and soft drinks -
- two different entrées may be selected with the same salad, vegetable, and starch -
- place settings must have a place card to denote each guest's selection -

Surf 'n' Turf - 38

Filet Mignon & Shrimp

Chicken Piccata - 30

lemon cream sauce

Peppercorn Filet Mignon - 36

mâitre d'hôtel butter

Sesame Teriyaki Salmon Filet - 32

teriyaki basted

Prime Rib (minimum 20 guests) - 35

au jus

Lemon Salmon Fillet - 32

lemon cream sauce

Center Cut Top Sirloin - 32

rosemary demi glace

Boneless Pork Chop - 30

cranberry port wine sauce

Italian Crusted Chicken Breast - 30

basil cream sauce

Vegetarian/Vegan - 30

chef's choice

Chicken Marsala - 30

mushroom marsala sauce

Children's Meal - 12

chicken tenders, applesauce, mac n cheese

## Salads

mixed greens

with italian dressing

- \$5 up charge per table

for 2 dressing options

on each guest table -

Sunset wedding salad:

mixed greens

sliced strawberries

dried cranberries

sugared almonds

shaved white chocolate

raspberry vinaigrette

- \$3 up charge per person -

## Vegetables

steamed asparagus bouquet

glazed baby carrots

country style green beans

with bacon & onions

green bean almondine

green bean medley

garden blend

## Starches

roasted red potatoes

with fresh herbs

duchess potatoes

loaded whipped potatoes

roasted garlic whipped potatoes

rice pilaf

baked potato

# BUFFET MEALS

*priced per person*

- buffet meals include dinner roll and butter, coffee station, water, iced tea, and soft drinks -
- place cards are not required for buffet meals, but seating charts are still highly recommended -

## Golden

38 / Adult - 19 / Child

- 2 salads
- 2 entrées
- 2 starches
- 2 vegetables

## Silver

34 / Adult - 17 / Child

- 1 salad
- 2 entrées
- 1 starch
- 1 vegetable

## Entrées

roast beef	chicken piccata	lemon caper baked tilapia
pot roast	italian crusted chicken breast	lasagna
honey glazed ham	sesame teriyaki salmon	chicken marsala
roasted pork loin	salmon with lemon cream sauce	chicken alfredo

## Salads

- mixed greens  
with italian and  
ranch dressing
- creamy coleslaw
- pasta salad
- mixed fresh fruit

## Vegetables

- glazed baby carrots
- green beans
- country style green beans  
with bacon & onions
- green bean almondine
- green bean medley
- garden blend

## Starches

- roasted red potatoes  
with fresh herbs
- loaded mashed potatoes
- roasted garlic whipped potatoes
- mashed potatoes and gravy
- au gratin potatoes
- rice pilaf

# HOSTED BAR

*2 hour minimum // based on adult guest count*

## Bronze

First Hour - 10 / Guest  
Each Additional Hour - 6 / Guest



domestic beer  
assorted craft and import beer  
all house wines  
Sunset peach sangria or specialty drink

## Silver

First Hour - 13 / Guest  
Each Additional Hour - 7 / Guest



well liquor  
domestic beer  
assorted craft & import beer  
all house wines  
champagne toast  
Sunset peach sangria or specialty drink

## Gold

First Hour - 16 / Guest  
Each Additional Hour - 8 / Guest



well liquor  
call liquor  
domestic beer  
assorted craft & import beer  
all house wines  
champagne toast  
Sunset peach sangria or specialty drink

- special requests are welcome and are based on product availability -  
- a two week notice minimum is required -

- hosted bars exclude shots -

- non-consecutive hours are allowed to close the bar once during your event, bartenders step away from the bar during this time -

# A LA CARTE

*beverages for purchase outside of hosted bar packages*

## House Wine

24.95 / bottle  
275 / case



cabernet sauvignon  
merlot  
pinot noir  
chardonnay  
pinot grigio  
moscato  
white zinfandel

\*specialty wine pricing  
available upon request\*

## Champagne

24.95 / bottle  
275 / case



available sweet or dry

## Draft Beer

350 / half barrel domestic  
- all premium beer requests must be quoted by the bar manager -



one domestic keg reserve  
allowed free of charge

## Specialty Drinks

- sold in batches of 100 servings -  
500 / batch



Sunset Peach Sangria  
Vodka Lemonade  
Lime Margarita

- custom drinks requests are welcome & must be quoted by the bar manager -





**Well Liquors**

- vodka
- white rum
- gin
- tequila
- whiskey
- amaretto

**Call Liquors**

- including, but not limited to -
- tito's vodka
- tanqueray gin
- captain morgan spiced rum
- jose cuervo tequila
- jack daniel's whiskey
- jim beam bourbon whiskey
- maker's mark bourbon whiskey
- jameson irish whiskey
- seagram's 7 whiskey
- bacardi rum
- dewers scotch whisky
- crown royal canadian whisky

**Domestic Beer**

- budweiser
- busch light
- bud light
- michelob ultra
- miller lite
- coors light
- heineken 0.0
- white claws

**Craft & Import Beer**

- blue moon
- heineken
- corona
- corona premier
- stella artois
- sam adam's boston lager
- ipa variety
- high noon

- on hand and seasonal stock may vary -

# EVENT SPACE

*room fees and details*

## Wedding Tent Package - 1500

4000 food & beverage minimum

6 hour rental

maximum seating - 300

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includes

- white table linens
- white cloth napkins
- white table skirting
- padded banquet chairs
- guest tables
- gift table
- cake table
- escort table
- DJ table
- cake cutting
- directional sign in lobby
- scenic outdoor terrace
- up to two bartenders
- wedding coordinator
- ample parking space



## Wedding Ceremony Lawn - 1250

white chair set up and tear down provided

bridal party may begin arriving at noon

locker rooms on lower level included

maximum seating - 300 guests

# EVENT SPACE

*room fees and details*



## **Banquet Tent - 1500**

4000 food & beverage minimum

accommodates 250-300

3 hour rental

## **Dining Room**

500 food & beverage minimum

accommodates 110

3 hour rental

## **Banquet Room**

250 food & beverage minimum

accommodates 40

3 hour rental

## **Sports Bar**

400 food & beverage minimum

accommodates 75

3 hour rental

## **Full Facility**

accommodates 240

\*although we do not charge you a room fee, we do have a minimum purchase anytime we close off a private area for your party. All food revenue that you have will be applied to the room Minimum.

\*Large Events with request to close our facility on a Friday nights or Saturday nights requires a \$5,000 guaranteed revenue.

We take pride in helping you plan any special event!

Holiday Party - Shower - Rehearsal Dinner

Class Reunion - Birthday Party - Anniversary Party

Reception - Business Meeting - Golf Outing - Bachelor

or Bachelorette Party - Graduation - Weddings

Cocktail Party - Family Reunion or Gathering

# EVENT SPACE

*room fees and details*

## Access Time

We strive to give you and your vendors early access to your room. This is dependent upon our event calendar. Access time for outside vendors must be arranged with your Event Coordinator.

## End Time

The contracted event end time will be considered the point at which the function ends. All personal and vendor decorating items must be removed promptly at function end time unless other arrangements have been approved by your Event Coordinator. Failure to comply with this regulation will result in additional charges of \$250 per day.

## Outside Vendors

Photo booths, specialty linens, overlays, runners, colored napkins, chiavari chairs, chair covers and sashes, cocktail pub tables, draping, etc. may be contracted by you through outside vendors. Sunset Hills is not responsible for set up or tear down of outside vendor decorating items.

# FEES, POLICIES, PROCEDURES

*what you need to know*

## Contracts and Deposits

An initial deposit and signed contract is required to secure the date and space for weddings. Specific dates will not be "held" without a deposit made. The initial deposit is non-refundable and does apply to the final balance of your event.

Sunset Hills requires a credit card be placed on file for any extra cleaning, damage, or additional food and beverage fees incurred after final payment has been made.

## Payments

A second payment of 50% of the total estimated charges of the event is due ninety days prior to the date of the scheduled event. Estimated charges are based on room fees, estimated number of guests, food and beverage selections, state tax, and our service fee. Full payment of the event charges must be paid prior to the event date. Any additional charges occurred after the final payment has been made will be placed on the credit card on file.

Please note the maximum payment per event by method of credit card(s) is \$5,000. There will be a 6% convenience fee applied to any amount exceeding \$5,000 per one or multiple cards used.

# FEES, POLICIES, PROCEDURES

*(continued)*

## Cancellations

In the event that you should need to cancel, the refund schedule is as follows:

- Cancellation at least 180 days in advance:  
50% refund of any further payments made
- Cancellation at least 90-180 days in advance:  
25% refund of any further payments made
- Cancellation within 90 days of the event:  
No refund is available

## Guarantee Policy

A guaranteed final guest count is due ten days prior to the event date. It is the responsibility of the guest to contact their Event Coordinator with the guaranteed count. The guaranteed count is the head count that you will be billed for. If your attendance exceeds the guarantee, billing will be for the actual number of guests in attendance. After final guest count is given the guarantee count cannot be reduced. Extra food prepared by SHGC is not allowed to be taken from the clubhouse.

## Club Rights

Sunset Hills reserves the right to inspect and control all functions on the premises. Sunset Hills assumes no responsibility for loss or damages to any merchandise or articles left at the clubhouse or on the grounds preceding, during, or following the event.

## Decorations

No items shall be taped, stapled, nailed or tacked to the ceiling, chandeliers, windows, walls or floors unless your Event Coordinator has given approval. Should damage to the clubhouse or grounds occur the client will bear the cost of repair or replacement.

Decorating space is limited to the room or rooms which have been assigned to your event. Any other clubhouse space, lobby, outside front door area, bathrooms, hallways, stairway, etc must have Event Coordinator approval before personal decorating or removing of clubhouse decorations and furniture.

Balloons, glitter, small gems or stones, silly string, confetti, rice, bubbles or birdseed are not allowed to be used as decorations inside or outside of the property. Use of these items is subject to a \$500 cleaning fee. All open flame candles must be contained in a candle holder or votive. Candles placed on window sills must be battery operated.

Sunset Hills assumes no responsibility of decorations brought in by guests or vendors, or any deposits associated with the decorations. All decorations brought in by guests and vendors must be removed from the premises at the close of the event. Failure to do so will result in a tear down and storage fee of \$250 per day.

