



9555 Wedgewood Drive Woodbury, MN 55125 -- 651-294-3165 -- [www.prestwickevents.com](http://www.prestwickevents.com)

## 2024 – 2025 Events & Seminar Terms

### CLUB RULES AND REGULATIONS

Prestwick Golf Club is a facility that is unique in its setting and ambience. To assure mutual enjoyment of the club's facilities by all our guests, we have established Prestwick Golf Club Policies which are attached to this document. Prestwick Golf Club reserves the right to reassign banquet rooms based upon the final guaranteed numbers, to a room suitable of accommodating the group and their requirements. Room rental charges will apply for each contracted space for standard set-up, breakdown, and event and facility maintenance if applicable.

### DEPOSIT & PAYMENTS

A non-refundable deposit of \$200.00-\$600.00 is due upon signing on this contract to secure date & space. A credit card must be kept on file for any and all events to ensure final payment is PIF and in instances where damages occur. Final payment is to be made seven days prior to day of event (Same day final guest count and any other changes to food and beverage for event will need to be made.) Checks and credit cards are approved forms of payment. Check may be made out to Prestwick Golf Club.

### SERVICE CHARGE AND TAX

All food and beverage charges are subject to a 22% service charge plus sales tax as following: 7.375% on food, non-alcoholic beverages and service charges; 9.875% on liquor, beer, and wine. The service charge is not a gratuity, and it is not shared with the employees. The service charge is the property of Prestwick Golf Club and is used in part to increase the wages of our employees.

[For More Information and Inquires Please Contact Nikki Mackondy at 651-294-3165](#)



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## AVAILABLE EVENT SPACES

### The Fireplace Room in The 'Wick Pub & Grill

Daytime Rate (11am-4pm):

\$200.00 Deposit to secure date & space

\$200.00 Room setup/breakdown fee

\$1,500.00 Food & Beverage Minimum

Evening Rate (5pm-10pm):

\$300.00 Deposit to secure date & space

\$300.00 Room setup/breakdown fee

\$2,500.00 Food & Beverage Minimum

### The Ballroom & Patio at Prestwick Events

\$300.00 Deposit to Secure date & space

\$600.00 Room setup/breakdown fee

\$4,500 Food & Beverage Minimum

### The Virginia Room in Ballroom & Patio

\$300.00 Deposit to secure date & space

\$300.00 Room setup/breakdown fee

\$2,500.00 Food & Beverage Minimum

### The Briana Room in Ballroom

\$200.00 Deposit to secure date & space

\$200.00 Room setup/breakdown fee

\$1000.00 Food & Beverage Minimum

### The Alicia Room in Ballroom

\$200.00 Deposit to secure date & space

\$200.00 Room setup/breakdown fee

\$1000.00 Food & Beverage Minimum

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### DAMAGE TO PROPERTY

Prestwick Golf Club reserves the right to assess and bill for any damages as a result of your special event. Upon signing this contract, client agrees to these terms and will be responsible to cover any such incurred expenses.

### GUARANTEES

The final guaranteed attendance for all events must be given seven (7) business days prior to your event. (At this time final payment for event will be charged to credit card on file.) If a final guarantee is not given by this date, Prestwick Golf Club will set and charge the number that was given at the time of the original contract. Once the number is received by the Catering Director, the number is considered a guarantee and is not subject to reduction. We will be prepared to serve 5% over the guaranteed number. Any increase to the guarantee will be subject to a charge of price and a half of each entrée.

### MENU PRICES

In order to ensure the availability of your menu items, your menu selections need to be submitted to your catering director six (6) weeks prior to your scheduled event. If choosing a plated and served menu, you may pre-select up to 2 entrée selections plus a vegetarian option for a total of 3 entrees. All entrees will have the same, appropriately chosen sides. Client must provide clear entrée designation cards to their guests for Prestwick Golf Club's staff to recognize. Custom menus can be designed by our talented culinary team.

### FOOD REGULATIONS

All food and beverage must be supplied, prepared, and served by Prestwick Golf Club. The only exception to this policy are desserts, provided from an outside, licensed bakery; if client chooses to supply dessert a \$2.00 fee per person in attendance fee will be added to event order. Homemade



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cakes are not allowed. Due to the State of Minnesota Health Department regulations, food and beverage not consumed on property may not be removed from Prestwick Golf Club. Neither the client nor guests may remove any food or beverages from the Prestwick Golf Club property.

### ALCOHOL & BEVERAGE SERVICES

All alcoholic beverages must be provided and served by the employees of Prestwick Golf Club. The legal drinking age in the state of Minnesota is 21 for all alcoholic beverages. No outside alcoholic beverages are permitted on Prestwick Golf Club property, including banquet and parking areas. If guest/client bring unauthorized alcoholic beverages in or onto Prestwick Golf Club premises the client hosting event will be responsible for the cost of said beverages at the price Prestwick Golf Club determines their value. No alcoholic beverages are permitted to leave the facility. We reserve the right of our trained staff to assess the level of alcoholic consumption and act accordingly, even if this differs from the original contract. We also reserve the right to confiscate unapproved outside liquor brought onto the premises not permitted by law.

### BANQUET EVENT ORDERS (BEO's)

All Clients are required to approve and sign a Banquet Event Order form detailing event logistics such as times for guest arrival, beverage and meal service, entertainment, outside vendors, etc. This ensures that all event details have been reviewed and approved by the Client and Prestwick Golf Club. The Banquet Event Order must be returned, signed, seven (7) days prior to the event at this time final payment for event will be made. Floor plans and logistics must be finalized at the time that the Banquet Event Order is completed. Prestwick Golf Club reserves the right to control all sound and lighting on the premises.

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## CANCELLATION POLICY

Cancellation notice must be provided in writing. Except as otherwise provided in the Contract, neither the client nor the venue shall have the right to cancel their obligations as provided in the Contract. The Contract is subject to termination without liability, however, under the following conditions: "Prestwick Golf Club's performance under the Contract is subject to an act of God, war, government regulation, terrorism, disaster or civil disorder, making it inadvisable, illegal or which materially affects Prestwick Golf Club's ability to perform its obligations under the Contract. Either party may terminate the contract for any one or more such reason upon written notice to the other party within five (7) days of such occurrence or receipt of notice of any of the above occurrences.

## EVENT DÉCOR

Clients are responsible for the distribution, set-up and collection of all materials and decorations provided by the Client. All decorations need to be pre-approved by the catering department. All candles must be enclosed. Taper candles or non-contained candles are not allowed. No tape, nails, pins, tacks, gum, or the like may be directly applied to or onto the inside or outside walls, ceilings, windows, or door frames/beams. No items may be left overnight, and decorations must be removed by the client or client's vendors at the conclusion of the event. Prestwick Golf Club will assume no financial responsibility for any damages or theft of equipment, decorations, or personal properties. No sand, birdseed, glitter, confetti, or rice may be used inside or outside of the property. Failure to comply with this policy will result in a minimum clean-up fee of \$250.00.

## SMOKING POLICY

Prestwick Golf Club is a non-smoking facility in compliance with the Minnesota Indoor Clean Air Act. Smoking is allowed outside of the facility in designated areas.



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## GUN POLICY

Prestwick Golf Club forbids any type of firearm on or within its property.

Thank you again for selecting Prestwick Golf Club. We look forward to serving you and your guests!

Nikki MacKondy

[prestwickevents@prestwick.com](mailto:prestwickevents@prestwick.com)

Director of Catering & Events at Prestwick Events

651-294-3165