

# *Planning Your Wedding*

Congratulations on your upcoming wedding. We are pleased that you have selected Pine Lake Country Club for your reception and look forward to assisting you in planning this very special occasion. The professional PLCC staff will provide outstanding service to you and your guests.

Over the next several months, you may have many questions regarding the planning and organization of your reception. This informational packet is a basic outline for your convenience. We are available to answer any questions by telephone, e-mail or by scheduled appointments at the Club.

## **HOW DO I CONFIRM A DATE WITH THE CLUB?**

Pine Lake members are allowed first priority to wedding dates and may schedule receptions on Saturdays up to two years prior to the event.

## **CAN A WEDDING BE SPONSORED?**

Sponsored guests may book a wedding up to one year in advance. Deposit of \$2,500.00 is required. The advance deposit is non-refundable and non-transferable.

## **CAN I HAVE A WEDDING CEREMONY AT THE CLUB?**

The ceremonies can take place in the Formal Dining Room. Outside ceremonies depend on the time of the year and must be approved, prior to the confirmation.

## **CAN I BE BUMPED FROM A DATE?**

Once a date is confirmed and the deposit is paid, parties are not subject to change by the Club. The \$2,500.00 deposit is required from both members and sponsored guests. Members may have this amount billed to their account.

## **HOW ARE PAYMENTS HANDLED?**

Sponsored guests must pay 95% of the expected food and beverage total 7 days prior to the event. Members will receive a separate itemized statement which is payable within ten days of the event.

## **WHEN SHOULD I START MAKING ARRANGEMENTS AT THE CLUB?**

Taking into consideration work, vacation and travel commitments, your planning should be done so last minute stress is avoided. Once your date is confirmed, plan an initial meeting to develop a timetable for completing the arrangements. You may arrange a tasting when selecting the menu, wine and linens for your reception. Your final decisions and details should be complete four weeks prior to the event.

## **TIME RESTRICTIONS**

The timing for the reception is based on the time of the ceremony. The Club is prepared to receive guests accordingly. We recommend alcohol service end at the same time the entertainment is scheduled to end. The serving of alcohol is not permitted after 2:00 a.m.

## **WHAT IS A SET-UP CHARGE?**

The set-up charge is a fee for the private use of the Clubhouse. It covers the labor for added cooks and servers as well as labor for set-up of equipment, furniture and the dance floor. Members requesting any of the above rooms will be charged a set-up/clean-up charge listed above, under column 'MEMBERS'. Sponsored parties pay a set-up charge of \$5.00 per person or the minimum room charge, whichever is greater. Each room has a minimum set-up charge.

	CAPACITY	MEMBERS	SPONSORED
Lake Room (Fireplace room, PRI, PRII)	280 (rounds)	\$1,000.00	\$1,200.00 Minimum No Maximum
Formal Dining Room	60 (rounds)	\$100.00	\$300.00 Minimum No Maximum

### **SELECTING A DATE**

This is often a difficult process. Several factors must be considered such as:

- Availability of church
- Availability of Club
- Timing for guests to travel
- Holidays and previously planned events

Consider your preferences to an evening vs. afternoon reception. Often a morning ceremony, followed by a brunch or luncheon can be planned on an otherwise unavailable date. It is possible, however, to have an evening reception with a morning ceremony if the church is not available for a later ceremony.

### **INVITATIONS**

There are numerous stationery shops available to assist you in the selection, style, quantity and layout of your invitations. They may also suggest a program booklet for the church, place cards, monogrammed napkins, matches and thank-you notes to coordinate with your wedding. Calligraphy services are also available from your stationer. Invitations are mailed a minimum of six weeks prior to the reception and the response date should be set three weeks prior to the wedding date.

### **PLACE CARDS, MENU CARDS AND MONOGRAMMED NAPKINS**

Seating arrangements can be challenging, but a few suggestions can take the worry out of the process. Place cards come in various forms: fold over tents, petite cards and envelopes, personal miniature frames, or even custom wrapped candy bars to name a few. The easiest to work with are petite cards and envelopes. With these, your guests slide out the card to expose the table number at which they are seated. This allows for last minute changes as well as being able to write the names on the envelopes before the final table assignments are made. You can be creative but be sure that your selection is easy for your guests to read. Menu cards are a special way to announce the menu selection to your guests and serve as a keepsake of your reception. The Club can assist you with menu formatting and printing. Monogrammed napkins are elegant for the cocktail reception. If you order them from your stationer, plan on a maximum of four napkins per person. Other optional items are amenity baskets in the powder rooms and monogrammed hand towels.

### **ENTERTAINMENT**

A very important part of the reception is the entertainment. You may consider music during the cocktail reception as well as for dancing. It is important that music does not interfere with guests enjoying conversation during dinner. Please feel free to contact any of the bands on the referral list or discuss arrangements with the Club prior to signing a contract.

### **PHOTOGRAPHERS AND BANDS**

Since photographers work the entire wedding and reception, a meal should be arranged for them at the reception. Depending on the band's contract, you may be asked to provide a meal. The band must be set up and all sound tests complete before the guests arrive.

## **FLOWERS AND CANDLES**

We have provided a list of dependable and talented florists. This does not restrict you from using your own sources. You may use tapered candles however, they do not always burn evenly and often damage linen. Votive candles are available at no charge.

## **WEDDING CAKES**

The Club does not specialize in wedding cakes and will allow licensed bakeries to bring cakes into the club. A cake cutting fee of \$2.50 per person is charged.

## **LINENS**

You may choose from a variety of colors including ivory brocade or ivory or white fleur de lis with matching napkins. All linens are provided at a cost of \$35.00 per table. Renting linens from an outside source is an option and should be coordinated through the Club.

## **VALET PARKING**

Valet service is required for weddings at a rate of \$35.00 per 50 guests (excluding gratuity). A gratuity of \$1.00 per person is added to the valet charge for parties over 100 people.

## **COATCHECK**

An attendant is required if there is a reasonable chance of inclement weather. A \$35.00 fee plus discretionary tip is customary.

## **SELECTING THE MENU**

A reception meal should reflect the style (casual vs. formal), timing, budget, and personal taste of the families. Your selection should include hors d'oeuvres, salad and/or appetizer, main course, and dessert. One entrée should be served to all your guests, with the exception of children and guests with specific dietary restrictions. Hors d'oeuvres can be as elaborate as you can imagine. Passed trays, as well as buffet style service can be graciously accommodated. The passing of four to six pieces per person is suggested for a one hour cocktail reception. Dessert tables are a Pine Lake Country Club specialty that can be customized with ice sculptures and traditional wedding sweets. Several menu samples are included in this packet. Pricing is based on the menu selected. **Sponsored guests** please add \$2.00 to all lunch entrée prices and \$3.00 to all dinner entrée prices.

## **ALCOHOLIC BEVERAGES**

Charges for beverages served during the reception are based on actual consumption. We do not offer package pricing and we do not allow alcoholic beverages to be brought onto the property. A full wine list is available, and we would be happy to check pricing and availability of items not currently on our list. Generally, five glasses of wine and six glasses of champagne are calculated per bottle for the toast and dinner. It is recommended that wine be offered to your guests throughout the meal.

A portable bar is recommended on the terrace during the cocktail reception to expedite service for your guests. Martini bars and flaming coffee stations are also available. There is an additional set-up fee of \$90.00 and a \$25.00 per hour bartender fee with a two-hour minimum. The average price for a reception ranges from \$20.00 - \$40.00 per person. The length of the reception, guest preferences, wine selection and serving restrictions impact the bar.

## **BILLINGS AND FINAL PAYMENTS**

An itemized statement of charges will be sent to the billing address provided. Only the total amount will appear on the sponsoring member's account at the end of the month. The balance is due within ten days of the event. Any questions regarding the statement should be directed to our accounting department.

## **WEDDING RECEPTION TIMETABLE**

### **LOCATION & TIME** – Upon engagement

- ✓ Place and Time for ceremony
- ✓ Place and Time for reception
- ✓ Deposit for Club
- ✓ Announcement of Engagement

### **RESEARCH & CONTRACT** – 10 or more months prior

- ✓ Band and/or Entertainment
- ✓ Florist
- ✓ Bakery for wedding cake
- ✓ Photographer and Videographer
- ✓ Stationer for invitations, place cards, printed menus and church program

### **INITIAL MEETING AT CLUB** – 6 or more months prior

- ✓ Meeting to establish room usage
- ✓ Discuss timing of reception and dinner
- ✓ Advise Club of florist, bakery and entertainment
- ✓ Establish timing for music, delivery of flowers and cake
- ✓ Select linens, table sizing and location
- ✓ Determine size, location and shape of bridal table
- ✓ Select location of dance floor
- ✓ Discuss menu options
- ✓ Set date for tasting (optional)

### **SECOND MEETING** – 12 to 4 weeks prior

- ✓ Select menu for hors d'oeuvres and dinner
- ✓ Select liquor varieties and hours
- ✓ Select wines
- ✓ Confirm all arrangements
- ✓ Discuss sequence of service including introduction, toasts, and blessing
- ✓ Receive floor diagram for seating chart

### **FINAL MEETING** –3 days prior to wedding

- ✓ Floor diagram indicating the number of guests seated at each table, any special meals or children
- ✓ Confirm number of guests to be served
- ✓ Present a copy of the guest list organized by table number
- ✓ Place cards (in alphabetical order)
- ✓ Toasting goblets (optional)
- ✓ Cake knife (optional)
- ✓ Favors
- ✓ Final Payment