



Sleepy Hollow Golf Club  
2015 Event Planning Guide

**General Information:**

All food and beverage must be provided by Sleepy Hollow Golf Club and cannot be removed from property.\*

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**Menu Selections:**

- Menu selections must be made within two weeks prior of the event.
- All menu prices are subject to change without prior notice unless they are on a Banquet Event Order signed by the client.
- If you should prefer a uniquely designed custom menu for your event, our catering and culinary team will be pleased to work with you to create something to make your event special and memorable.

***\*Exceptions may be approved in advance by the General Manager, Executive Chef or Event Coordinator and will be subject to handling and corkage fees.***

**Service Charge:**

All food and beverage, technology, room set – up fees are subject to a 20% service charge and 6% WV state sales tax.

**Labor Charge:**

Please take in consideration that additional staff attended fees do apply:

- Chef attended Carving Station \$75.00
- Bartenders \$50.00
- Cake cutting service fee at \$1.00 per slice

**Function Space:**

- Space is designated according to size and needs of each particular group.
- Sleepy Hollow Golf Club reserves the right to assign specific function space and may be required to change locations depending on increased or decreased guest counts.
- Room set up fees will be charged based on the event requirements.
- Event guests are expected to depart at the times stated on their contract.

***\*Any overtime will result in a 25% fee of the total facility rental for each additional hour and added to the final bill. If a private party continues beyond midnight they are subject to a \$250 per hour surcharge to cover the expense of overtime labor.***

**Minimums and Guarantee:**

- Guarantee must be specified **three business days in advance by 12 noon.**
- **Guarantee number is not subject to reduction.**
- If the guarantee is not received, the expected number of guests on the contract will be used as your guarantee.
- We will set the room and prepare to serve **three percent** over the guaranteed number of guests.
- **Client agrees to pay for all persons attending and no less than guaranteed minimum.**

**Security and Liability:**

- Sleepy Hollow Golf Club will assume no responsibility for the damages or loss of any merchandise or articles left, prior to, during or after your function.
- Sleepy Hollow Golf Club may require proof of a liability insurance policy.
- The Club has access to additional security at the guest's expense.

**Parking:**

Self-parking is complimentary and is located directly in front of the building.

**Room Rentals:**

- Any function held on a holiday or is contrary to Sleepy Hollow Golf Club's regular work schedule is subject to an additional charge to cover overtime expenses.
- This includes Mondays!

**If a private party continues beyond midnight they are subject to a \$250 per hour surcharge to cover the expense of overtime labor.**

<u>Space</u>	<u>Charge</u>	<u>Seating Capacity</u>
Concrete Patio/Patio Lawn	\$200 + rental costs	150*
Stone Covered Back Patio	\$1000	60
Downstairs Dining + Bar	\$250	100
Huntington Room + Patio	\$750	70*
Charleston Room + Balcony	\$250	40
Anderson + Charleston + Huntington + Patio + Balcony	\$2000 Thursday – Sunday PM \$1500 Sunday + Tuesday + Wednesday PM \$1500 Thursday – Sunday AM \$1000 Sunday + Tuesday + Wednesday AM	250*
Anderson + Huntington +	\$1500 Thursday – Sunday PM	150*

Patio + Balcony                      \$750    Sunday + Tuesday + Wednesday PM  
   \$1000 Thursday – Sunday AM  
   \$500 Sunday + Tuesday + Wednesday AM

***\*Guest count varies on set up and preferences***

***\*The Anderson and Huntington dining rooms can't be rented out separately due to our restaurant hours.***

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***\*Any time we have to close the Anderson Dining Room for a private function we have to get special approval from the Sleepy Hollow Golf Club Board of Governors.***

Rooms may be used in conjunction with others to increase seating capacity or to allow for a separate cocktail and bar area. We are able to accommodate outdoor wedding ceremonies on the stone covered patio, concrete patio or patio lawn that overlooks the green for up to 180 guests.

***\*Maximum number of guests permitted at a function is 250 persons unless special approval is given by the Sleepy Hollow Golf Club Board of Governors.***

**Size of Rooms**

Charleston and Huntington Rooms	25' by 30'
Anderson Room	39' by 60'

**Centerpieces:**

- Flowers used in complimentary centerpieces can be provided by Sleepy Hollow Golf Club and billed directly the account responsible
- Flowers can be delivered by the client's choice of florist prior to the event for no additional cost.
- The event coordinator can assist you with the planning and coordination of flowers and theme.

**Decorations:**

- A damage/cleaning fee of \$250 will be assessed if there is any property damage or if there is any mess to clean up such as confetti, glitter, ect.
- The event coordinator will be able to determine if you're decorations abide by the local fire code.
- Any items hung from the ceiling or applied to walls must be pre-approved by the event coordinator.

**Food and Beverage:**

- **All food and beverage must be provided by Sleepy Hollow Golf Club and consumed in the building or contracted through an off-site location.**

- Due to our liquor license, a \$250 fine will be given to anyone who brings in an outside alcoholic beverage, flask or container of any sort.
- All alcoholic beverages must be served by bartenders or Club servers.
- *Sleepy Hollow Golf Club has the right to ID anyone and reserves the right to refuse alcohol to any quest.*
- All guests under the age of 21 years of age are prohibited from purchasing or consuming alcoholic beverages on property. **If a minor is caught consuming alcoholic beverages at your event, they will be expected to leave immediately from the premises.**
- Additionally, it is against our policy for any vendor (i.e. DJ, Band, ect) to consume alcohol unless the client gives consent and there is a confidence in level of professionalism.

### **Deposit and Payment**

- A non-refundable deposit is required to confirm your event. Members can secure their event with their membership account number.
- For a scheduled payment plan, please see the event coordinator and accounting office to organize a customized schedule to complete pre-payment of your special event. Event must be paid in a net of 10 days maximum.

### **Plated Dinner Options**

Dinner entrees include:

- Choice of soup or salad
- Choice of sides
- Choice of entrees
- House made rolls
- Choice of Dessert
- Freshly brewed coffee and iced tea, soda and water

Choice of soup:

- Chicken and Dumplings
- Clam Chowder
- Tomato Basil Bisque
- Minestrone
- Chili
- Baked Potato
- Broccoli and Cheese

Choice of salads:

- Sleepy House Salad served with two dressings
- Traditional Caesar Salad with red onion, olives, croutons and fresh parmesan
- Caprese Salad – **Add \$2 per person**

(With tomatoes, fresh mozzarella, balsamic and extra virgin olive oil)

**\*Add Chicken \$3**

**\*Add Salmon \$6**

Plated Entrees:

- 8 oz Filet Mignon served with two sides of your choice **\$34 per person**
- Grilled Ribeye served with two sides of your choice **\$30 per person**
- Grilled Chicken Breast served two sides of your choice **\$24 per person**
- Classic Chicken Marsala with two sides of your choice **\$27 per person**
- Grilled Atlantic Salmon filet with two sides of your choice **\$28 per person**

Choice of Sides:

- Scalloped Potatoes
- Risotto with Wild Mushrooms
- Baked Potatoes with all the toppings
- Mashed Potatoes or Roasted Garlic Mashed Potatoes
- Roasted Potatoes
- Haricot Vert (Green Beans) with toasted almonds or roasted red peppers
- Country Style Green Beans with bacon and onions **Add \$2 per person**
- Rice Pilaf
- Seasonal Vegetable Medley

Choice of Desserts:

Plated dinners come with **one** dessert of your choice. Additional desserts can be added at an additional cost. (See attached dessert list for prices and flavors)

- Cake
- Pie
- Hot Dessert
- Cookies
- Brownies

**Dinner Buffet options \$30 per person**

Dinner Buffet Includes:

- Two starters
- Two entrees
- Two sides
- House made rolls
- Choice of one dessert
- Freshly brewed coffee and ice tea, soda and water

Starter selections:

Soup:

- Chicken and Dumplings
- Clam Chowder
- Tomato Basil Bisque
- Minestrone
- Chili
- Baked Potato
- Broccoli and Cheese

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- Sleepy House Salad served with two dressings
  - Traditional Caesar Salad with red onion, olives, croutons and parmesan
  - Caprese Salad – **Add \$2 per person**

(With tomatoes, fresh mozzarella, balsamic and extra virgin olive oil)

- Antipasto Salad
- Potato Salad

Entrée Selections:

- Roast Beef
- Buttermilk Fried Chicken
- Turkey with Cranberry Relish
- Grilled Chicken with Marsala sauce
- Grilled Atlantic Salmon **Add \$6 per person**
- Grilled Herb Chicken
- Pasta with Seasonal Vegetables
- Prime Rib **Add \$10 per person**

Side Selections:

- Scalloped Potatoes
- Risotto with wild mushroom
- Baked potatoes with all the toppings
- Mashed Potatoes or Roasted Garlic Mashed Potatoes
- Roasted Potatoes
- Haricot Vert or Green Beans with toasted almonds or roasted red peppers
- Country Style Green Beans with bacon and onions **Add \$2 per person**
- Rice Pilaf
- Seasonal Vegetable Medley

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**Southern BBQ Buffet \$15 per person**

Southern BBQ Buffet includes:

- Sleepy House Salad served with two dressings
- Two Entrees
- Two Sides
- Chef's Choice Pies and Cobblers **or** Cookies and Brownies
- Freshly brewed coffee, iced tea, soda and water

Choice of Entrees: (choose two)

- Hot Dogs with all the fixings
- Hamburgers with all the fixings
- Pulled Pork with coleslaw
- Grilled Chicken

Choice of Sides: (choose two)

- Baked Beans
- Roasted Potatoes
- Green Beans
- Potato Salad
- Pasta Salad
- Macaroni Salad

**Italian Buffet \$15 per person**

Italian Buffet includes:

- Caesar Salad
- Minestrone Soup
- Two Pasta Entrees
- Garlic Bread
- Dessert

Choice of Pasta: (Choose two)

- Penne Pasta
- Farafalle Pasta (Bow-tie)
- Spaghetti Pasta
- Lasagna

Choice of Sauce: (Choose two)

- Marinara
- Marinara with meatballs
- Alfredo
- Meat Sauce (Bolognese)

***Add Chicken or Sausage \$3 per person***

***Add Shrimp \$5 per person***

**Boxed Lunches \$11 per person**

All boxed lunches include:

- Choice of turkey, ham or roast beef sandwich with lettuce, tomato and mayo or

- Grilled chicken wrap stuffed with lettuce, tomato and ranch dressing on a flour tortilla
- Pasta salad or Fruit salad
- Bag of Chips
- Cookie
- Bottled water or soda

### **Cold Plated Lunch Entrees**

Available until 2pm

#### **All Cold Plated Lunch Entrees include:**

Entrée of choice

Freshly brewed coffee, iced tea, soda and water

#### **Choice of Entrees:**

- Chef Salad ***\$11 per person***
- Traditional Caesar Salad ***\$10 per person***  
***Add Chicken \$3 per person***  
***Add Salmon \$6 per person***
- Southwest Chicken Salad ***\$11 per person***

Fresh Greens with tomatoes and house blend cheeses, corn and black bean relish, chipotle crema drizzle and tortilla strips

### **Hot Luncheon Plated Entrees**

Available until 2pm

#### **All Hot Luncheon Entrees include:**

- Sleepy House Salad with two dressings
- Choice of Entrée
- Chef's Choice Starch
- Chef's Choice Vegetable
- House made rolls
- Cookies or Brownies
- Freshly brewed coffee, iced tea, soda and water

#### **Choice of Entrees:**

- Marinated Flank Steak - Grilled flank steak marinated in balsamic vinaigrette ***\$15 per person***
- Herb Crusted Pork Loin ***\$16 per person***
- Lasagna ***\$15 per person***
- Grilled Salmon ***\$18 per person***
- Grilled Chicken with Marsala sauce ***\$14 per person***

### **Hot Luncheon Buffet \$18 per person**



Available until 2pm  
Minimum of 35 guests

Hot Luncheon Buffet includes:

- Choice of Salad
- Two Entrees
- Two Sides
- House made rolls
- Chef's choice desserts
- Freshly brewed coffee, iced tea, soda and water

Choice of Salad:

- Caesar Salad
- Sleepy House Salad served with two dressings

Choice of entrees: (Choose two)

- Sliced Roast Beef
- Fried Chicken
- Grilled Chicken with Marsala sauce
- Grilled Salmon **Add \$3 per person**
- Lasagna
- Herb Crusted Pork Loin

Choice of Sides: (Choose two)

- Green Beans
- Rice Pilaf
- Seasonal Vegetables
- Mashed Potatoes or Roasted Garlic Mashed Potatoes
- Herb Roasted Potatoes
- Baked Potatoes with all of the fixings

**Soup and Salad Buffet \$12 per person**

Available until 2pm  
Minimum of 35 guests

Soup and Salad Buffet includes:

- Two Soups
- Two Salads
- House made rolls
- Freshly brewed coffee, iced tea, soda and water

Choice of Soup: (Choose two)

- Chicken and Dumplings
- Clam Chowder

- Tomato Basil Bisque
- Minestrone
- Chili
- Baked Potato
- Broccoli and Cheese

Choice of Salad: (Choose two)

- Chicken Salad
- Tuna Salad
- Egg Salad
- Traditional Caesar Salad
- Sleepy House Salad with two dressings

**Soup and Sandwich Buffet \$14 per person**

Available until 2pm

Minimum of 35 guests

Soup and Sandwich Buffet includes:

- Two Soups
- Stack your own Sandwich with Assorted Breads
- House made chips
- Cookies **or** Brownies
- Freshly brewed coffee, iced tea, soda and water

Choice of Soup: (Choose two)

- Chicken and Dumplings
- Clam Chowder
- Tomato Basil Bisque
- Minestrone
- Chili
- Baked Potato
- Broccoli and Cheese

Stack your own Sandwich:

- Ham
- Turkey
- Roast Beef
- Swiss Cheese
- American Cheese
- Dill Pickle Spears
- Sliced Onions
- Tomato Slices
- Crisp Lettuce
- Mayonnaise

- Mustard

### **Hors D' oeuvres**

- Poached Jumbo Shrimp Cocktail with traditional cocktail sauce ***\$300 per 100 pieces***
- Bruchetta on Crostinis ***\$130 per 100 pieces***
- Petite Crab Cakes served with a Dill Tartar Sauce ***\$175 per 100 pieces***
- Oriental Mini Eggrolls served with a sweet chili dipping sauce ***\$165 per 100 pieces***
- Assorted Mini Quiche ***\$155 per 100 pieces***
- Stuffed Mushrooms ***\$175 per 100 pieces***
- Jalapeño Poppers ***\$155 per 100 pieces***
- Buffalo wings – naked, breaded or boneless available. Served with Ranch or Bleu Cheese. ***\$160 per 100***
- Meatballs with choice of BBQ, Marinara or Teriyaki ***\$150 per 100***
- Buffalo Chicken Dip with Wonton Nachos ***\$5 per person***
- Spinach and Artichoke Dip with Pita Chips ***\$5 per person***

### **Displays**

- Fresh Fruit Display Assortment of melons, berries and tropical fruit ***\$4 per person***
- Cheese Display Assorted Cheeses served with Gourmet Crackers ***\$4 per person***
- Vegetable Crudités Served with Ranch ***\$4 per person*** or Hummus ***\$6 per person***
- Grilled Marinated Vegetables Marinated in Balsamic Vinaigrette, fresh herbs and garlic ***\$6 per person***

### **Trays**

- Deli Tray Ham, Turkey, two choices of cheeses, two choices of bread, lettuce, tomatoes, and onions with packets of mayonnaise and mustard ***\$5 per person***
- Crudités Tray Baby carrots, celery, broccoli, cucumbers, cherry tomatoes, cauliflower served with ranch ***\$4 per person*** or served with hummus ***\$6 per person***
- Cookie Tray Up to three dozen cookies. *Minimum three dozen. Priced per dozen.* (See attached dessert page)

### **Meeting Packages**

#### **Morning Meeting Package *\$10 per person***

Available 7-11am

- Pastries
- Muffins
- Bagels with Cream Cheese

- Fresh Fruit Salad
- Orange and cranberry juices
- Freshly brewed coffees and teas

**Meeting Snack Package:**

Available after 11am

- House Chips ***\$2 per person***
- Chex Mix bowls ***\$2 per person***
- Cookies ***by the dozen pricing***
- Candy Bars ***\$1 per person***
- Freshly Brewed Coffee, Iced Tea, Soda and Water ***\$3 per person***

**Desserts**

**Cake flavors: \$35 unless noted**

- Vanilla
- Vanilla Raspberry Swirl
- Vanilla Chocolate Swirl
- Chocolate
- Chocolate Cherry
- Lemon
- Lemon Raspberry
- Lemon Blueberry
- Coconut
- Strawberry Swirl
- Cookies – n – Crème
- Pumpkin Spice
- Apple
- Pineapple Upside Down ***\$35***
- Coffee Cake ***\$25***

**Frosting flavors:**

- Vanilla Buttercream
- Chocolate Buttercream
- Peanut Butter Buttercream

\*All cakes are 9" Round

**Pies**

- Cherry ***\$18***
- Blueberry ***\$18***
- Apple ***\$18***
- Peach ***\$18***
- Blackberry ***\$18***

- Pumpkin **\$18**
- Banana Cream **\$20**
- Coconut Cream **\$20**
- Chocolate Cream **\$20**
- Peanut Butter **\$20**
- Lemon Meringue **\$20**
- Key Lime **\$30**
- Pecan **\$30**

#### Cheesecakes

- Vanilla **\$35**
- Vanilla Chocolate Swirl **\$35**
- Vanilla Raspberry Swirl **\$35**
- Pumpkin Cheesecake **\$35**
- New York Cherry **\$40**
- Chocolate Covered Strawberry **\$40**
- Apple **\$40**
- Peanut Butter **\$40**
- Espresso **\$40**
- White Chocolate Raspberry **\$40**

#### Hot Desserts

- Bread Pudding **\$20**
- Cobblers/Crisps: Apple, Blackberry, Peach, Cherry, Blueberry, Mixed Berry **\$18**
- Apple Dumplings **\$30 per dozen**
- Crème Brulee **\$35 per dozen**

#### Cookies (Sold by the dozen)

- Chocolate Chip **\$23**
- Peanut Butter **\$23**
- Oatmeal Raisin **\$23**
- White Chocolate Chip Macadamia **\$23**
- White Chocolate Chip **\$23**
- Sugar **\$23**
- No Bake **\$23**
- Holiday Themed Sugar **\$33**
- Brownies **\$20**

#### Pastries (Must be sold by the dozen)

- Cinnamon Rolls **\$25**
- Muffins (Blueberry, blackberry, banana, pumpkin, strawberry cream cheese, orange cranberry) **\$20**
- Danish (Cream cheese, cherry, blueberry, apple) **\$20**

***I have read and agreed to follow Sleepy Hollow Golf Club's rules and regulations as stated in this Event Planning Guide. I will sign a formal Banquet Event Order for specifications on my event.***

X \_\_\_\_\_ Sign here

**Menu Selections and Pricing**

<b><u>Selections</u></b>	<b><u>Per Person Pricing</u></b>	<b><u>Guests</u></b>	<b><u>Price</u></b>
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**Hors d'oeuvres**


**Entrées**

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**Dessert**


**Beverages**


Subtotal	_____
Tax (6%)	_____
Service Charge (20%)	_____
Total	_____

***For estimating purposes only.***

***Please contact our Event Coordinator for an actual proposal and contract.***



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GOLF CLUB