

# Forest Highlands



January 2010

## Wedding Procedures

To ensure a well-planned and successful event, please review the following policies that have been established regarding our catering procedures.

### Menu Selections

Please consider the enclosed menus a starting point in planning your event. The culinary staff at Forest Highlands Golf Club takes great pride in creating unique menus to make your special affair truly memorable.

Entrée selection on all banquet menus is limited to one choice or one duet plate.

### Prices

All prices are subject to change without notice due to market fluctuations. Prices will be confirmed at least 60 days prior to the event.

A 20% service charge and 7.725% state sales tax will be added to all food and beverage items.

### Event Booking

In order to reserve a date for your event, Forest Highlands Golf Club requires a non-refundable initial deposit. Weekend events require a \$1,000 deposit while weekday events require a \$500 deposit. We are happy to hold a date on a tentative basis; however, the date is not definite until the deposit is received.

Also, 50% of the estimated total bill will be due four (4) weeks prior to the scheduled date.

This 50% payment will be deducted from the final cost at the conclusion of the event.

All Catered events are charged on one bill and must be paid in cash, check, credit card, or member charge. Non-members are required to provide a credit card number at the time of booking. If payment is by credit card; arrangements must be made prior to the event. All accounts are payable at the conclusion of the event.

All Members or sponsored non-members are responsible for compliance to the Associations' CC&Rs, Bylaws and Rules and Regulations. Copies are available for review in the Administration Offices. The member sponsoring the event is responsible for the cost of the event if the non-member does not pay.



### **Guarantees and Cancellations**

The Food and Beverage Director or Catering Director must be notified of the confirmed number of attendees by 12:00 Noon, three (3) business days prior to the function. This number will be considered a guarantee, not subject to reduction. Charges will be based on the final guarantee or the actual number attending, whichever is greater. National Holidays are not considered working days and should be taken into consideration when submitting guarantees.

Should you need to cancel your event, the following refund policy of your deposit is in effect.

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| a. Four (4) weeks or more from the event | Initial Deposit will be refunded if the date can be re-booked. |
| b. Within (4) weeks                      | Initial Deposit is non-refundable.                             |
| c. 72 Hours or less                      | 50% of the estimated total bill is non-refundable.             |

### **Food and Beverage**

No food and beverage of any kind may be brought into Forest Highlands by the Member, or any of the Member's guests or invitees.

The Forest Highlands' facilities are available for up to five hours for each booking. Functions wishing to stay longer than this specified time allotment must make arrangements with the Club in advance. There will be a charge of \$275 per hour for each additional hour.

### **Room Rental Fees**

A fee may be incurred to insure the exclusive use of certain Forest Highlands outdoor facilities such as the barbecues at the Covered Bridge Park and the Sports Park.

A fee of \$250 is charged for wedding ceremonies held at the Meadow Event Lawn with an additional rental fee of \$2.00 each for the wedding ceremony chairs. The Room Rental fee for Wedding Receptions is \$600.00 with a rental fee of \$350 for the dance floor.

The use of confetti, bird seed, rice, etc. is prohibited for weddings held at the Forest Highlands Golf Club.



### **Services**

A Chef's charge of \$35.00 per hour per chef will be charged for any carving, grill or sauté station booked for the function. A two-hour minimum is required for these options. The charges will be determined at time of booking.

A fee of \$75.00 per bartender will be incurred if the final guarantee is fewer than 50 people.

Valet parking is required for all clubhouse events. One valet attendant is required for every (50) guests in attendance. There is a \$75.00 per valet charge for this service. If the event is held at a private home, it is the Member's responsibility to address issues with parking limitations. It is the Member's responsibility to receive the appropriate permissions from Security and neighbors.

A limited supply of audio visual equipment is available through the club. Catering will be pleased to supply a list of equipment and pricing.

Additional equipment such as grills, lighting, chairs, tables, and other supplies may be necessary to equip your event, especially when the event is held at a venue other than the two club houses. Forest Highlands staff can arrange to rent this equipment for you, subject to a 10% handling fee.

### **Guest List**

It is the responsibility of the member or sponsored non-member to give a guest list to Catering 72 hours before the function. This is necessary to avoid any problems with entry to Forest Highlands Golf Club.

Catering must also be informed 72 hours in advance, of any vendor, delivery, media, etc. who will be entering Forest Highlands property in conjunction with the function.

### **Liability**

Members or sponsored non-members are responsible for any damage to function rooms or any other part of Forest Highlands' property that occurs during the function by the Member, their guests, invitees, employees, independent contractors or other agents under the Customer's control. Forest Highlands Golf Club reserves the right to withhold the deposit to pay for such damage.

Forest Highlands will not assume or accept any responsibility for damage to or loss of any merchandise or articles left prior to, during or following the function.



## **Forest Highlands Bliss**

**Forest Highlands is an exceptional location for your wedding. Your family and friends will gather to celebrate your special day in a romantic natural setting. We want the event to be a memory that will be cherished forever. Our promise is that your special day will be as perfect as you dreamed.**

**A picture perfect wedding is a combination of the ideal surroundings and the magic of the couple. When all of the wedding magic meets in the beauty of the Canyon Clubroom or the comfort of the Meadow Pavilion the results are breathtaking. Our staff is always honored to be a part of the planning. We work with you to develop a menu that meets your specific requirements and ensure every detail is perfect. When your most precious day arrives, it will be special and magical in every possible way.**



## **The Icing on the Cake**

**For that extra special touch, please consider allowing us to help you with any of the following.**

### **Rehearsal Dinners**

**You and your guests can enjoy a relaxing dinner prior to the big event.**

**Consult the Catering Department for available options.**

### **Sunday Brunch**

**Enjoy a brunch buffet with family and friends before starting off on your honeymoon.**

**Consult the Catering Department for available options.**

### **Wedding Cakes, Florist, Entertainment & Photography**

**The Catering Department will be pleased to assist you with making arrangements for any of the above.**



## **Reception**

### **Cold Hors D' Oeuvres**

**Phyllo Cup Filled with Smoked Salmon Dill Cream  
Bruschetta with Mozzarella, Basil and Fresh Garden Tomatoes  
Crispy Duck Won Tons Sweet Ginger Sauce  
Brie with Raspberry on Toasted Brioche  
Beef Carpaccio, Whole Grain Mustard on Toast Point  
Tuna Tartar with Black Caviar  
Shrimp with Mango Salsa on Crisp Tortilla Wedge  
Ahi Sashimi  
Thai Peanut Chicken on Crostini**

### **Hot Hors D' Oeuvres**

**Mini Dungeness Crab Cake with Red Pepper Aioli  
Coconut Fried Shrimp and Pineapple Dipping Sauce  
Seared Sea Scallop Wrapped in Bacon  
Mushroom Caps Filled with Boursin  
Crispy Chicken Empanadas  
Shrimp Pot Stickers  
Chicken and Green Onion Skewers with Soy-Sesame Dipping Sauce**

**10.00 per guest  
Choice of three**

**Each individual Hors D' Oeuvres is portioned at one piece of each selection per person**

**All Prices Are Subject To 20% Service Charge and 7.725% Sales Tax  
Prices Subject To Change**



## **Prix Fixe Seated Dinner**

*Includes one starter course, one main course and one dessert*

### **Starter Course**

*Please Select One Salad or One Soup*

#### **Salads**

**Organic Field Greens with Beets, Candied Pecans and Goat Cheese,  
Orange Vinaigrette**

**Tender Baby Greens with Orange Sections, Toasted Pistachios  
Balsamic Vinaigrette**

**Classic Caesar Salad with Olive Oil Croutons**

**Baby Spinach Salad with Proscuitto, Cherry Tomatoes and Goat Cheese,  
Fig and Olive Oil**

**Caprese Salad with Slice Buffalo Mozzarella, Ripe Garden Tomatoes  
and Olive Oil**

#### **Soups**

**Smoked Salmon and Corn Chowder  
Roasted Red Pepper  
Wild Mushroom with Truffle Oil  
Tomato Basil Soup  
Butternut Squash**

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## **Seated Dinner**

### **Main Course**

*Please Select One of the Following*

*All Main Courses are served with seasonal accompaniments*

**Grilled Filet of Beef \$38.95**  
**Cabernet Demi Glace**

**Salmon Florentine \$35.95**

**Pan Seared Breast of Organic Chicken \$32.95**  
**With Roasted Garlic Jus**

**Kuraboto Rack of Pork \$35.95**  
**With Bacon and Apples**

**Maple Leaf Farms Breast of Duck \$35.95**  
**Pinot Noir Reduction**

**Pan Seared Halibut \$38.95**  
**With Cilantro-Lime Beurre Blanc**  
**Toasted Pistachio**

### **Mixed Duet**

**Petite Filet of Beef with Demi Glace \$41.50**  
**And Grilled Seasonal Fish**

**Pan Seared Breast of Organic Chicken \$38.50**  
**And Grilled Seasonal Fish**

**Menus include bread, coffee and tea service**  
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## Beverage Selections

### Hosted Bar

Premium	\$5.50 per drink
Deluxe	\$6.00 per drink
Top Shelf	\$6.50 per drink
Cordials	\$6.50 and up
F.H. Margaritas	\$7.00 per drink
Domestic Beer	\$4.00 per bottle
Imported Beer	\$4.50 per bottle
Soft Drinks	\$2.00 per drink
Bottled Water	\$2.50 per drink

### Selection of Wines

	Per Glass	Per Bottle
Columbia Crest Chardonnay	\$6.00	\$24.00
Columbia Crest Cabernet	\$6.00	\$24.00
Columbia Crest Merlot	\$6.00	\$24.00
Raymond Chardonnay	\$8.00	\$32.00
Hess Cabernet	\$8.00	\$32.00
Castle Rock Pinot Noir	\$8.00	\$32.00
Cristalino "Brut" N.V.	\$6.00	\$24.00

We also offer a fine list of premium California wines from the best producers. Our staff will help you to select the exact wines that will best suit your menu.

A fee of \$75.00 per bartender will be incurred if the final guarantee is fewer than 50 people.

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Prices Subject To Change**



## Wedding Referrals

### Florists

Splendid Things-Amber (928) 773-0101  
Bliss Extraordinary Floral (928) 203-9992

### Event and Floral Decor

Show Stoppers-Jim & Ken (928) 203-9096

### Photographers

Cameron + Kelly Studios (928) 225-2511  
Arizona Photo and Video (928) 214-8066  
Colleen Timmons Photography (928) 526-0824

### Fine Linen Rental

BBJ Linen (480) 503-4449

### Wedding Cakes

Simply Delicious-Nancy (928) 774-2855  
Sedona Cake Couture-Andrea (928) 204-2887

### DJ's/Bands

Arizona DJ Express (928) 774-2373  
Occasions DJ Service (928) 214-6223  
All American DJ (623) 869-9799  
Jam-N-Sounds DJ— Andy (928) 556-1442  
Artists in Rhythm—Steve (888) 486-6365

### Spa and Hair

Carrie's Day Salon (928) 773-1523  
Black Diamond Spa (928) 773-7727  
All About Hair – Risha (928) 556-0068

### Transportation

Luxury Travel Service (928) 526-8521  
Open Road Tours (928) 226-8060