

---

# WEDDINGS

---



SUGARLOAF



2595 SUGARLOAF CLUB DRIVE | DULUTH, GA



---

# THANK YOU

---

Hello happy couple!

First off, congratulations on your engagement! We are so excited for you as you start this new chapter in your life. There are so many big and exciting decisions to be made. We are just thankful that you are considering TPC Sugarloaf as your wedding venue! Our team would love to be a part of your special day. We have a staff that is passionate about making sure that your event is absolutely perfect!

It all begins with booking. Our onsite Event Coordination team works with you to plan and execute your vision. We schedule personalized tastings with each couple that book with us. This allows you to try a sample of our menu items and make sure that we create the best menu for you and your guests. Our esteemed culinary team is here to create your dream menu. We have a large selection of menu items and can do anything from a four-course plated meal to a fun selection of reception stations. We can also accommodate any special dietary restrictions.

Our Event Coordination team is here to make your wedding day what you always imagined from answering any planning questions that may come up to helping to develop a timeline for the wedding day, designing the perfect room setup, coordinating with vendors the week before and day-of the wedding, decorating the room with any small details and décor items, and executing the day-of from the moment that you arrive to departure.

One of the nicest benefits about getting married at TPC Sugarloaf is that we only book one wedding per day. This takes the stress away from having to stay within a tight time constraint. You are welcome to come and use our Bridal and Grooms Suites as early as you need. We invite you to spend the day with your Bridal Party – enjoying a nice breakfast or lunch within your own private space.

Our aim is to not only make your day perfect, but to also make it stress-free. We do not want you to worry about anything on the day of your wedding. The small details and all of the moving parts will be taken care of by our staff. All you will have to worry about is coming, getting married, and having a great time with your family and friends!

This is such an exciting time in your life and we are so happy for you! Please let me know if you need anything. Hopefully, TPC Sugarloaf will get to be a part of your special day – we would love to help make it one of the best days of your life!

Best wishes,

Elizabeth Klespies  
TPC Sugarloaf  
Sales & Catering Manager





## TABLE OF CONTENTS

- 4 Planning Timeline
- 8 Wedding Golf Package
- 9 Getting Ready
- 10 Hors D'Oeuvres
- 11 Themed Dinner Buffets
- 12 Customizable Dinner Buffet
- 13 Cocktail Reception Stations
- 14 Dinner Buffet Enhancements
- 15 Plated Dinner
- 16 Dessert
- 17 Bar
- 18 Catering Policies





# WEDDING PLANNING TIMELINE

*thanks to [theknot.com](http://theknot.com)*

## 12+ MONTHS BEFORE

- Envision your wedding and draw up a budget.
- Assemble your “planning team.” Consider hiring a wedding planner.
- Pick a wedding date and time. Select several options, then check with your venues, officiant and important guests before finalizing.
- Start planning the guest list.
- Look for and book ceremony and reception sites.
- Ask friends and relatives to be in the wedding party.
- Optional: Have an engagement party. You may want to register beforehand for gifts.

## 8-10 MONTHS BEFORE

- Bride: Think about, shop for and order your gown.
- Envision reception food.
- Decide what type of entertainment you want. A pianist for the cocktail hour, strolling violinists, a DJ or band?
- Think about your floral décor.
- Research and book your wedding professionals. Interview vendors: photographer, videographer, reception band or DJ, and florist.
- Research a wedding insurance policy to protect your deposits.
- Research and reserve hotel rooms for out-of-town guests.
- Register for gifts.
- Make a wedding website.
- Contact rental companies if you need to rent anything for the ceremony or reception, such as chairs, tables or a tent.

## 6-8 MONTHS BEFORE

- Book ceremony musicians.
- Order bridesmaid dresses.
- Start planning honeymoon.
- Send save-the-date cards. This is a particularly good idea if you’re marrying during a tourist or holiday season or having a destination wedding.

## 4-6 MONTHS BEFORE

- Book ceremony musicians.
- Order bridesmaid dresses.
- Start planning honeymoon.

---

# WEDDING PLANNING TIMELINE

---

## 3 MONTHS BEFORE

- Order wedding cake.
- Hire a calligrapher, if you want your invitations professionally addressed.
- Attend your shower. (It may be earlier, depending on when your hosts decide to have it.)
- Groom: Rent the men's formalwear.
- Hire wedding day transport: limousines, other cars. Look into transportation sooner if you're considering renting streetcars or over-the-top travel.

## 2 MONTHS BEFORE

- Mail your invitations.
- Write your vows.
- Purchase gifts for parents, attendants and each other.
- Book your stylist and try out wedding day hairstyles.
- Book a makeup artist and go for a trial run.

## 1 MONTH BEFORE

- Apply for a marriage license.
- Bride: Have final gown fitting. Bring your maid of honor along to learn how to bustle your dress. Have the dress pressed and bring it home.
- Call all bridesmaids. Make sure they have their gowns ready for the wedding.
- Make last-minute adjustments with vendors.
- Create a wedding program to hand out to guests.
- Order and plan in-room welcome baskets for out-of-town guests.

## 2 WEEKS BEFORE

- Review final RSVP list and call any guests who have not yet sent a response.
- Deliver must-have shot lists to your photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken.
- Deliver final song list to your DJ or bandleader. Include special song requests and songs you don't want played.
- Bride: Get your last prewedding haircut and color.

---

# WEDDING PLANNING TIMELINE

---

## 1 WEEK BEFORE

- Give reception site/caterer final guest head count. Include vendors, such as the photographer or band members, who will expect a meal. Ask how many extra plates the caterer will prepare.
- Supply location manager with a list of vendor requests such as a table for DJ or setup space needed for a florist.
- Plan reception seating chart.
- Print place and table cards, or finalize list with the calligrapher you've hired.
- Call all wedding vendors and confirm arrangements.
- Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.
- Groom: Get your hair trimmed.
- Attend bachelor/ette parties.

## 2-3 DAYS BEFORE

- Bride: If you need to, have your gown pressed or steamed.
- Groom: Go for final fitting and pick up your formalwear.
- Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits.
- Determine wedding party positions during the ceremony and the order of the party in the processional and recessional.
- Hand off place cards, table cards, menus, favors and any other items for setting the tables to the caterer and/or reception site manager.
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.
- Call the limousine or car rental company for pickup times and locations.
- Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants or relatives to help.
- Deliver welcome baskets to the hotel concierge; include names and delivery instructions.

## DAY BEFORE

- Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- Write checks and/or talk to wedding hosts (usually your parents, if not you) about any final balances to be paid at the end of the reception.
- Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family and your officiant at the ceremony site to rehearse and iron out the details.
- Bring unity candle, aisle runner, yarmulkes or other ceremony accessories to the site.
- Give your marriage license to your officiant.
- Attend rehearsal dinner.
- Present attendants with gifts at the rehearsal dinner. You'll want to do this especially if the gifts are accessories to be worn during the wedding.

---

# WEDDING PLANNING TIMELINE

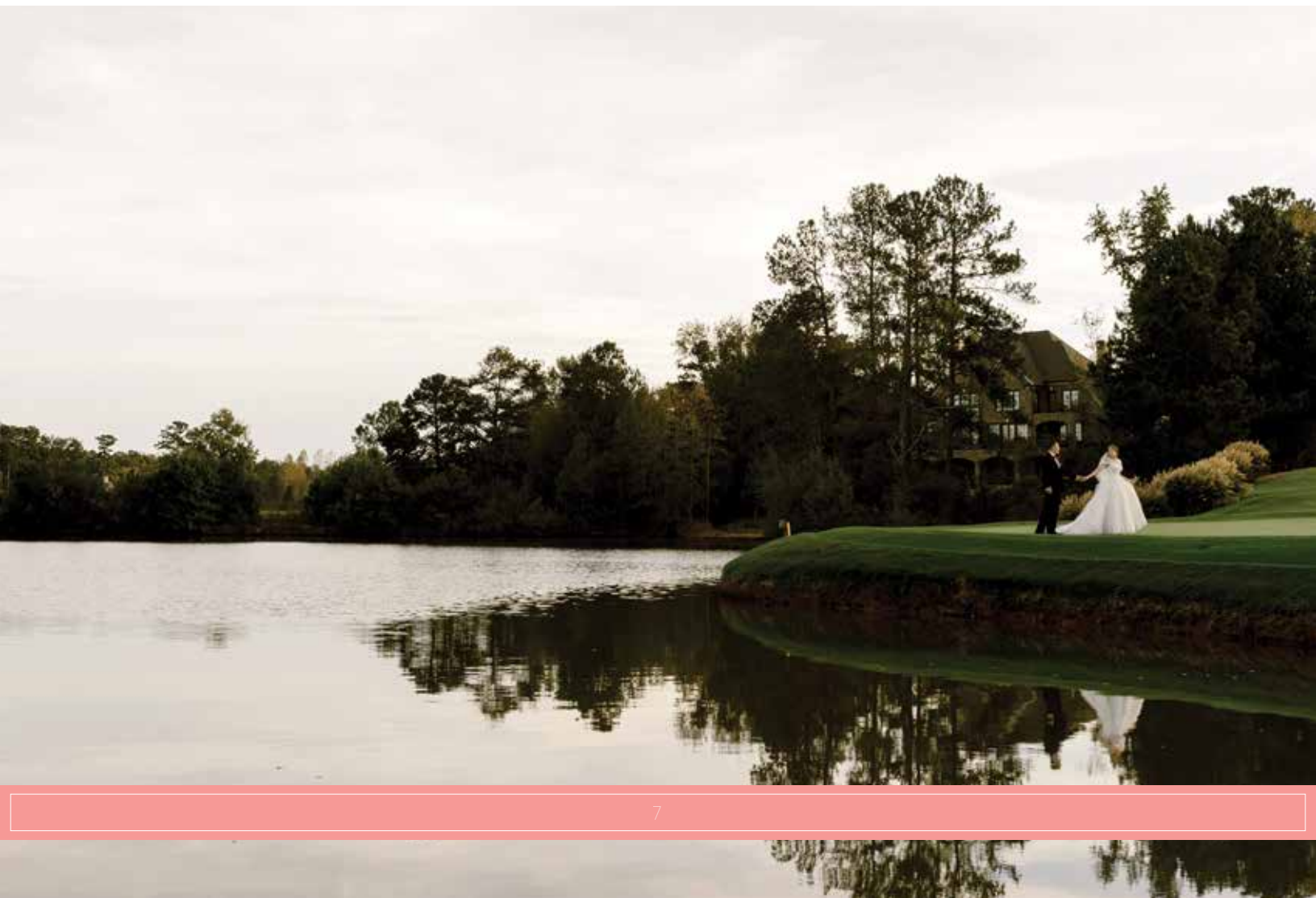
---

## DAY OF

- Present parents and each other with gifts.
- Give wedding bands to the best man and maid of honor to hold during the ceremony.
- Give best man the officiant's fee envelope, to be handed off after the ceremony.
- Introduce your reception site manager to your consultant or maid of honor for questions or problems during the reception.
- Assign a family member or attendant to be the photographer's contact so he/she knows who's who.

## POST-WEDDING

- Prearrange for someone to return any rentals.
- Preplan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.
- Write and send thank-you notes to gift-bearing guests and vendors who were especially helpful.
- Change your name, if you are electing to do so.





---

## WEDDING GOLF PACKAGE

---

Are you and/or your fiancé a golfer? Give yourself an afternoon of golf to de-stress before the big day. The Wedding Golf Package with preferred guest pricing is available with the booking of a wedding at TPC Sugarloaf. The Bride and/or Groom can play a complimentary round of golf, while their family and friends are able to play with them at premium pricing.

Once your wedding is booked, please contact the **TPC Sugarloaf Golf Shop at (770) 418-1994** for booking and pricing details.

TPC Sugarloaf is a private club. Tee times and pricing are subject to seasonal rates and tee sheet availability; blackout dates can apply.







# GETTING READY

## **ALL DAY BEVERAGE STATION** - refreshed throughout the day and charged upon consumption

8 oz. Coke, Diet Coke, Sprite and Dasani Water	\$3
16 oz. Panna and Perrier Water	\$4
Starbucks Regular and Decaf Coffee	\$25 per gallon

## **CLASSIC CONTINENTAL - \$15**

*Minimum of Eight Guests*

*Includes Beverage Station with Starbucks Premium Coffee, Tazo Hot Teas and Assorted Juices.*

Assorted Breakfast Pastries & Muffins

Bagels served with Cream Cheese, Preserves & Peanut Butter

Fresh Sliced Fruit

## **DELUXE BREAKFAST - \$20**

*Minimum of Eight Guests*

*Includes Beverage Station with Starbucks Premium Coffee, Tazo Hot Teas and Assorted Juices.*

Assorted Breakfast Pastries & Muffins

Bagels served with Cream Cheese, Preserves & Peanut Butter

Fresh Sliced Fruit

Yogurt Parfaits

Bacon, Egg and Cheese Biscuit or Crispy Chicken Biscuit or Breakfast Burrito with Salsa

## **SNACKS AND TREATS**

Build-Your-Own Yogurt Parfaits	\$5
Assorted Grilled Vegetables, Vegetable Crudit�, Dip	\$5
Seasonal Sliced Fruit Platter	\$6
Health Nut - Yogurt, Granola, Nuts, Dried Fruit	\$7
Queso, Salsa, Guacamole, Tortilla Chips	\$8
Hummus, Black Olive Tapenade, Naan Bread	\$8
Artichoke, Roasted Pepper, Spinach Dip and Fiesta Corn Dip with Chips and Toast Points	\$8
Southern-Style Chicken Salad and Pimento Cheese with Assorted Crackers	\$8
All Day Build-Your-Own Trail Mix Bar with Almonds, Peanuts, Sunflower Seeds, Chex	\$10
Pretzels, Granola, M&Ms, Yogurt Raisins	
TPC Sugarloaf's Famous Chocolate Chip Cookies	\$25 per dozen

*À la Carte Breakfast and Lunch Menus are available upon request.*



## HORS D'OEUVRES

### **BUTLER-PASSED** - *Priced per person, per hour*

Chef's Selection of Assorted Canapes	\$5
Tomato and Mozzarella Bruschetta	\$5
Vegetable Spring Rolls with Soy Sauce	\$5
Swedish Meatballs	\$5
Pigs in a Blanket	\$5
Sundried Tomato, Spinach and Feta Spanakopita	\$6
Buffalo Chicken Spring Rolls with Blue Cheese Fondue	\$6
Italian Stuffed Mushroom Caps with Crabmeat	\$6
Parmesan-Crusted Artichoke Hearts	\$6
Crispy Mac and Cheese Bites	\$6
Brie and Raspberry in Crispy Phyllo Dough	\$6
Pimento Cheese Deviled Eggs	\$6
Candied Applewood Smoked Bacon	\$6
Coconut Chicken with Siracha Honey Mustard	\$7
Steamed Dim-Sum	\$7
Vegetable Samosas	\$7
Skewered Beef Teriyaki	\$8
Coconut Fried Shrimp with Orange Mustard Sauce	\$8
Miniature Lump Crab Cakes with Horseradish Remoulade	\$8
Bacon-Wrapped Scallops with Honey Glaze	\$8
Miniature Beef Wellingtons with Thyme Demi-Glace	\$8

### **DISPLAYS**

Fresh Seasonal Fruit Display	\$6
Imported and Domestic Cheeses Display with Assorted Crackers and Lavosh	\$8
Antipasto Platter with Italian Meats, Cheese, Grilled Vegetables, Olive Salad, French Bread & Crackers	\$12
Queso, Salsa, Guacamole, Tortilla Chips	\$8
Hummus, Black Olive Tapenade, Naan Bread	\$8
Artichoke, Roasted Pepper, Spinach Dip and Fiesta Corn Dip with Chips and Toast Points	\$8
Southern-Style Chicken Salad and Pimento Cheese with Assorted Crackers	\$8
Smoked Salmon Display with Appropriate Condiments and Garnishes	\$12
Chilled Shrimp and Crab Claw Display	Market \$
Freshly Shucked Cold-Water Oyster Station	Market \$



# THEMED DINNER BUFFETS

*All dinners include iced tea and fountain soft drinks.  
Minimum of 20 guests for a buffet.*

## **SOUTHERN FARE**

Chef-Attended Southern Caprese Salad Station  
Deviled Eggs  
Healthy Cole Slaw  
Buttermilk Fried Chicken  
Mr. Pibb-Braised Beef Brisket  
Country-Style Whipped Potatoes and Gravy  
Green Bean Casserole, Cracker and Onion Butter Crust  
Sweet Corn Bread with Honey Butter  
Banana Pudding with Vanilla Wafers  
Pecan Pie

**\$45**

## **ITALIAN**

Classic Caesar Salad  
Caprese Tossed Salad  
Chef-Attended Pasta Station with Scampi Chicken and Shrimp Cavatappi  
Bolognese Baked Lasagna  
Spinach and Three Cheese Manicotti  
Garlic Bread  
Tiramisu  
Chocolate Chip Cannoli

**\$42**

## **INDIAN-INSPIRED**

Naan Bread  
Assorted Chutney - Spicy Mango, Coconut, Bengali Tomato  
Mixed Raita  
Chicken Curry  
Lamb Korma  
Fried Rice  
Saag Aloo  
Rice Pudding  
Gulab Jamun

**\$50**

## **MEDITERRANEAN**

Classic Greek Salad  
Couscous, Roasted Tomatoes, Grilled Vegetables, Baby Kale, Lemon Dressing  
Olive Tapenade, Chickpea Hummus, Naan Bread, Carrots and Celery  
Yogurt-Marinated Chicken with Creamy Greek Sauce  
Lamb and Sweet Pepper Shish Kebabs  
Chef-Attended Risotto Station  
Falafel  
Oregano and Basil Roasted Vegetables  
Baklava  
Pantespani - Lemon Sponge Cake

**\$48**



# CUSTOMIZABLE DINNER BUFFET

*All dinners include bread service, iced tea and fountain soft drinks.  
Minimum of 20 guests for a buffet.*

**\$45**

**SALAD** - *Select 2*

Grilled Chicken Caesar Salad *with Gorgonzola and Grape Tomatoes*

Spring Mix Salad *with Poached Pears, Brie, Strawberries, Caramelized Red Onions, Raspberry Poppy Seed Dressing*

Mixed Lettuce *with Tomatoes, Avocado, Cucumbers, Carrots, Sweet Red Onions, Balsamic Vinaigrette*

Baby Kale *with Grape Tomatoes, Artichoke Hearts, Roasted Peppers, Reggiano, Esperanza Dressing*

House Salad Platters *with Blue Cheese, Ranch and Balsamic Dressings (Contains Bacon)*

**ENTRÉE** - *Select 2 (Served with Appropriate Sauces)*

Toasted Pecan Breast of Chicken

Chicken Francaise

Bourbon-Braised Chicken

Sesame Chicken

Blackened Salmon

Pan-Seared Mahi-Mahi

Seafood Scampi with Panko Gremolata

Smoked Pork Loin

Char-Crusted Sirloin Steak with Cajun Fried Onion and Demi-Glace

Tailgate Marinated Flank Steak

Tri-Colored Cheese Tortellini

Penne Pasta Primavera

**SIDE** - *Select 2*

Roasted Red Potatoes

Whipped Potatoes

Sweet Potato Casserole

Herbed Wild Rice Blend

Saffron-Infused Rice

Wild Mushroom Risotto

Southern Cheese Grits

Macaroni and Cheese

Seasonal Vegetable Medley

Buttered Asparagus and Honey Glazed Carrots

Grilled Yellow Squash, Zucchini and Sweet Peppers

Truffled Sweet Stem Cauliflower Medley

**DESSERT**

Assorted Cakes and Pies





# COCKTAIL RECEPTION

*All receptions include iced tea and fountain soft drinks.  
Minimum of 20 guests.*

**\$50**

**1 HOUR OF PASSED HORS D'OEUVRES** - *Select 3*

Tomato and Mozzarella Bruschetta  
Vegetable Spring Rolls with Soy Sauce  
Swedish Meatballs  
Pigs in a Blanket  
Sundried Tomato, Spinach and Feta Spanakopita  
Buffalo Chicken Spring Rolls with Blue Cheese Fondue  
Italian Stuffed Mushroom Caps with Crabmeat  
Parmesan-Crusted Artichoke Hearts  
Crispy Mac and Cheese Bites  
Brie and Raspberry in Crispy Phyllo Dough  
Pimento Cheese Deviled Eggs  
Candied Applewood Smoked Bacon  
Coconut Chicken with Siracha Honey Mustard

**DISPLAYS** - *Select 3*

Fresh Seasonal Fruit Display  
Imported and Domestic Cheeses Display with Assorted Crackers and Lavosh  
Anitpasta Platter with Italian Meats, Cheese, Grilled Vegetables, Olive Salad, French Bread & Crackers  
Smoked Salmon Display  
Spiced Buttermilk Chicken Tenders with Assorted Dipping Sauces  
Build-Your-Own Sliders with Choice of Chicken, Pulled Pork or Hamburger  
Nacho Station with Tortilla Chips, Queso, Tomatoes, Onions, Lettuce, Jalapeños  
Mashed Potato Bar with Shredded Cheese, Bacon Bits, Butter, Sour Cream, Scallions  
Queso, Salsa, Guacamole, Tortilla Chips  
Hummus, Black Olive Tapenade, Naan Bread  
Artichoke, Roasted Pepper, Spinach Dip and Fiesta Corn Dip with Chips and Toast Points  
Southern-Style Chicken Salad and Pimento Cheese with Assorted Crackers

**CHEF-ATTENDED STATION** - *Select 1*

Rosemary, Thyme and Garlic Roasted Top Round of Beef Carving Station  
Barbecued Beef Brisket Carving Station  
Breast of Turkey Carving Station  
Southwestern Smoked Pork Loin Carving Station  
Stir-Fry Station  
Tossed Wing Station  
Pasta Bar

**DESSERT**

Assorted Cakes & Pies



# BUFFET ENHANCEMENTS

*Pricing based upon addition of full dinner buffet. À la carte pricing available upon request.*

## DISPLAYS

Chicken & Waffles	\$7
Mashed Potato Bar with Cheese, Bacon Bits, Butter, Sour Cream, Scallions	\$8
Nacho Station with Tortilla Chips, Salsa, Queso, Tomatoes, Onions, Lettuce, Jalapeños	\$8
Poke Bowls	\$9
Build-Your-Own Slider Bar with Choice of Chicken, Pulled Pork and Hamburger	\$10
Gourmet Macaroni & Cheese	\$10
Smoked Salmon Display	\$12
Cocktail Shrimp Display - <i>5 pieces per person</i>	\$12
Shrimp & Grits	\$13

## CHEF-ATTENDED ACTION STATIONS

Breast of Turkey Carving Station	\$8
Smoked Pork Loin Carving Station	\$8
Top Round of Beef Carving Station	\$8
Pasta Bar	\$9
- Cheese Raviolini, Cavatappi, Rigatoni, Tri-Colored Tortellini <i>Select 2</i>	
- Lemon Roasted Chicken and Bay Shrimp	
- Assorted Vegetables	
- Alfredo, Marinara, Smoked Tomato, Lemon White Wine, Vodka <i>Select 2</i>	
Barbecued Beef Brisket Carving Station	\$10
Stir-Fry Station	\$12
Strip Loin of Beef Carving Station	\$12
Risotto Station	\$13
Oyster Bar	Market \$
Beef Tenderloin Carving Station	Market \$



# PLATED DINNER

*All dinners include bread service, iced tea and fountain soft drinks.*

## SALAD COURSE

Classic Caesar Salad with Garlic Croutons and Parmesan Cheese	\$7
Baby Iceberg Wedge with Bacon Bits, Gorgonzola Crumbles, Grape Tomatoes, Creamy Blue Cheese Dressing	\$7
Spinach Salad with Applewood Bacon, Strawberries, Spiced Pecans, Goat Cheese, Raspberry Vinaigrette	\$8
Baby Lettuce with Brie, Apples, Grape Tomatoes, Celery Seed Dressing	\$8
Baby Greens with Artichoke Hearts, Hearts of Palm, Cucumber, Tomatoes, Parmesan Balsamic Dressing	\$8

## SOUP COURSE

Tomato Basil Bisque	\$6
Roasted Wild Mushroom	\$6
Butternut Squash	\$6
Chilled Gazpacho	\$6
Classic French Onion Soup	\$7
Lobster Bisque	\$8

## APPETIZER COURSE

Stuffed Red Peppers	\$8
Wild Mushroom Risotto	\$10
Jumbo Shrimp Cocktail with Grey Goose Horseradish Sauce	\$11
Pan-Seared Lump Crab Cake with Cucumber-Fennel Slaw and Dill Remoulade	\$12
Crab and Avocado Salad	\$14

## ENTRÉE COURSE

*Served with Chef's Choice of Seasonal Vegetable, Starch and Appropriate Sauces*

Maple Chicken with Goat Cheese Crumble	\$28
Chicken Prepared Parmigiana-Style	\$28
Smoky Roasted Salmon	\$32
Medallions of Pork with Stewed Apples	\$32
New York Strip Steak	\$40
Grilled Filet Mignon	\$46
Pan-Seared Filet of Sea Bass	Market \$
Customizable Duet Plate	Market \$



# DESSERT

## PLATED DESSERTS

\$7

Double Chocolate Mousse Cake  
Classic Cheesecake  
Apple Crumble  
Key Lime Pie  
Lemon Mascarpone Cake  
Strawberry Shortcake  
Pecan Pie  
Sorbet

## BUFFET DESSERT DISPLAYS

Assortment of Warm Cookies	\$5
Warm Cast Iron Brownies	\$5
Assorted Cakes & Pies	\$7
Warm Seasonal Fruit Cobbler	\$7
Ice Cream Sundae Bar	\$8
Fondue Station	\$8
Build-Your-Own Ice Cream Sandwich Bar	\$9





# BAR

## ON CONSUMPTION BAR PRICING

Prices are listed per drink/per bottle

### NON-ALCOHOLIC BEVERAGES

8 oz. Coke, Diet Coke, Sprite and Dasani Water	\$3
16 oz. Panna and Perrier Water	\$4
Starbucks Regular and Decaf Coffee	\$25 per gallon

### LIQUOR

<b>PREMIUM</b>	\$8
Tanqueray Gin, Grey Goose Vodka, Bacardi Rum, Jack Daniel's Whiskey, Dewar's Scotch, 1792 Bourbon, Jose Cuervo Tequila	

<b>ULTRA-PREMIUM</b>	\$9
----------------------	-----

Bombay Sapphire Gin, Ketel One, Bacardi Rum,  
Maker's Mark Whiskey, Chivas Regal Scotch,  
Crown Royal, Patron Silver Tequila

### BEER

<b>DOMESTIC</b>	\$5
-----------------	-----

Budweiser, Bud Light, Miller Lite, Michelob ULTRA

<b>IMPORT AND CRAFT</b>	\$6
-------------------------	-----

Corona, Heineken, Seasonal

### WINE

<b>HOUSE WINE</b>	\$32
-------------------	------

Cabernet, Merlot, Chardonnay

<b>HOUSE CHAMPAGNE</b>	\$34
------------------------	------

Cash Bar Staffing Fee - \$100 per bar

## PACKAGE BAR PRICING

Prices are listed per person

### NON-ALCOHOLIC BAR - \$4

#### BEER AND WINE BAR

Domestic Beer, Import and Craft Beer, House  
Wine, House Champagne  
2 Hours - \$16  
Additional Hour - \$5

#### PREMIUM BAR

Domestic Beer, Import and Craft Beer, House  
Wine, House Champagne, Premium Liquors  
2 Hours - \$24  
Additional Hour - \$9

#### ULTRA-PREMIUM BAR

Domestic Beer, Import and Craft Beer, House  
Wine, House Champagne, Ultra-Premium Liquors  
2 Hours - \$30  
Additional Hour - \$10

---

## CATERING POLICIES

---

1. The person or party making arrangements for private functions on behalf of the patron must notify TPC Sugarloaf no later than 12 noon, three business days prior to the scheduled function date, of the exact number of persons guaranteed to attend the scheduled function. If attendance falls below the guaranteed number, the customer will be charged for the guaranteed amount. The Club will be responsible for service to no more than five percent over and above the guarantee, up to 15 guests maximum. In some instances, the Club may be able to accommodate additional guests above 15. In such instances, there will be a 25% "rush fee" added to the event subtotal cost. If no guarantee is received, the Club will prepare and charge for the number of persons estimated from the catering contract, with no responsibility for service of persons over such estimated amount.
2. 25% of the Food & Beverage Minimum or \$1,000.00, whichever is greater, is required as a non-refundable deposit at the time of booking to hold an event reservation and is applied towards the balance. Upon receipt of your deposit, your event will be considered definite and you will receive written confirmation of the date, time, room and estimated number of people, for your signature. Sixty (60) days prior to your event, 75% of the total estimated event total is due. The remaining balance is due five (5) days prior to the event. The Club accepts cash, check or credit card payments for the first and second deposit and final payments.

All balances remaining unpaid more than thirty (30) days after the due date shall be subject to a finance charge of 1.5% per month. Should this amount be referred to collections, the Group shall pay all reasonable attorney's fees, court costs, collection expenses and litigation expenses plus fees. A valid Credit Card Authorization must be kept on file for all non-TPC Member function 30 days before the scheduled event.

3. Once the Banquet Event Order has been signed, cancellations made within one hundred twenty (120) days of the event must be received in writing by the Special Events & Catering Department and will be subject to the following cancellation penalties:

Within 10 Days: 100% of all said costs based on food and beverage estimates or the food and beverage minimum, whichever is greater;

Within 60 Days: 75% of all said costs based food and beverage estimates or the food and beverage minimum, whichever is greater;

Within 90 Days: 50% of all said costs based on food and beverage estimates or the food and beverage minimum, whichever is greater;

Within 120 Days: 25% of all said costs based on food and beverage estimates or the food and beverage minimum, whichever is greater

Any cancellation fees that are incurred by the Group are non-refundable.

4. Payment in full is required three days in advance for all catering functions unless prior credit arrangements have been established between the customer and the Club.
5. Final menu selections must be submitted for confirmation by the Club a minimum of two weeks prior to the scheduled date of the function to ensure availability of the desired menu items. All prices are subject to change, with notification when possible. The Club has the right to substitute seasonal items without notice.

6. In the event of inclement weather, the food & beverage portion of any event will continue as planned, irrespective if the suspension and/or cancellation of golf. The Client will be responsible for all food & beverage charges as contracted. The decision to move an outdoor function to an inside location due to inclement weather will be made no less than four hours prior to the start of the function. TPC Sugarloaf reserves the right to make the final judgment decision. There may be an additional setup and breakdown charge assessed according to the specific requirements of each function.
7. If TPC Sugarloaf determines that some or all of the Club facility cannot be utilized during the Event Date(s) due to renovation or course construction, TPC Sugarloaf will promptly notify Group and work with Group to find a suitable alternative to conduct the Event on the date specified or at a later date, as mutually agreed by Club and Group.

The Club's schedule and facility availability can be altered frequently and at short notice in order to host a PGA TOUR sanctioned event (PGA TOUR, PGA TOUR Champions, or Web.com Tour). Although the Club does not anticipate any changes, if any should occur that will affect the Event, the Club will notify the Group and work with the Group to accommodate the Event as mutually agreed by Club and Group.

8. If beverage consumption does not equal or exceed \$250 per bartender, a \$100 charge per bartender, per shift will be added to the banquet check.
9. All banquet checks must be signed by the person in charge or a designated representative of the Client at the completion of the function. Any discrepancies in counts or charges should be identified and resolved at that time.
10. All catering functions are subject to service/voluntary gratuity charge, prevailing state and local sales taxes, and other surcharges where applicable.
11. If a change from the original room setup is requested on the day of the function, an additional labor charge and any necessary additional charges shall be added to the check.
12. No food or beverages of any kind will be permitted to be brought into any banquet function by any guests without the prior written approval of the Club. Approvals are subject to corkage/service fees.
13. Function guests will be admitted to and are expected to depart from the banquet function at the times specified on the banquet contract. The Client is responsible for removing all decorations brought in at the end time noted on the contract. Decorations should not be left overnight at the Club and any item left in the Club for more than seven days will become property of TPC Sugarloaf.
14. The Club is not responsible for damage or loss of any items left in the Club prior to or following any function.

The Client is responsible for and shall reimburse the Club for any damage, loss or liability incurred to the Club by any of the Client's guests or organizations contracted by the customer to provide any services or goods before, during and after the functions. In the case of a member sponsored event, the sponsoring member will accept full responsibility for the damages and will be billed to the member account. The Client agrees to indemnify and hold the Club and its officers, directors, employees and agents harmless from and against any and all losses, claims, damages, liabilities (including reasonable attorney's fees, whether incurred in preparation for trial, at trial, on appeal or in bankruptcy proceedings) joint or several, to which the Club or its officers, directors, employees or agents may become subject as a result of this agreement, any activities relating to any function at the Club occurring as a result of this agreement, or any default hereunder.

15. The Club shall not be liable for nonperformance of this contract when such nonperformance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State, Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Club, preventing or interfering with the Club's performance of its obligations under this contract.
16. All balances remaining unpaid more than thirty (30) days after the due date shall be subject to a service charge of 1.5 percent per month (18% annually) or the maximum interest rate allowed by state law, whichever is higher. Should this amount be referred to collection, Client agrees to pay all attorneys' fees, court costs, collection expenses and litigation expenses.
17. All guests shall act in a manner in accordance with established Club policies.
18. The Club reserves the right to discontinue service to patrons at the Club's sole discretion. The Club also reserves the right to remove any guests of the function not acting in accordance with Club policies.
19. Any items to be displayed in the Club or any directional signs require written approval in advance by the Club.
20. The TPC logo, Club names or affiliation, course layouts, and photos may not be used in any advertising medium except in limited circumstances and unless a written request is submitted to the Club and approved in writing by the Club.
21. Miscellaneous Event Rentals & Decor - All additional rentals not included in the original event contract such as (but not inclusive to) tables, chairs, furniture fixtures, linens, china, glassware, silverware, audio visual equipment, tents, staging, attached draping, etc. must be approved and ordered through the Club. Please submit all requests to the Club's Catering Manager for prior approval and item rental estimate. All miscellaneous rental items and event decor must be ordered 14 days or more prior to the event date. Cancellation of the ordered items must be submitted in writing at least 14 days prior to the event date or the full amount of the rental items will be charged to the responsible party. The Club will not accept any rental deliveries that are not approved and ordered through the Club's Catering Manager. Rental pricing will include rental, delivery, setup and strike fees. If rental items need to be picked up or delivered to the Club outside of normal business hours, additional charges will apply.





TPC Sugarloaf  
Sales & Catering Department  
(470) 799-1295  
[TPC.COM/SUGARLOAF](http://TPC.COM/SUGARLOAF)