



## BANQUET INFORMATION

The Golf Club at Echo Falls is set in the spectacular Northwest countryside. The sparkling lake, cascading waterfalls and rolling greens of the golf course greet you as you approach the beautiful Tudor Clubhouse which is conveniently located just seven miles northeast of Woodinville and Highway 405. Echo Falls offers a variety of dining areas for events. We are available to host wedding ceremonies and receptions, golf tournaments, auctions, company retreats, business meetings, association luncheons, class reunions, holiday parties or most any social occasion. Let the experienced professional staff at The Golf Club at Echo Falls assist you in planning your special event.

### THE LAKE ROOM

The Lake Room is a unique and elegant venue for special events. Wrapped with oak trimmed windows that overlook an impressive island green, the changing light provides lovely views and breathtaking backdrops from dawn to dusk. This spacious room also boasts an inviting and cozy oak fireplace, private outdoor patio, exquisite foyer, and access to our Boardroom for beautiful buffet displays.

### THE BOARDROOM

The Boardroom is ideal for an all day meeting, casual lunch or formal dinner. Accommodating up to twenty-five guests, the Boardroom provides an intimate space with wonderful views of our lake and signature island 18th green.

### THE GREENSIDE GRILL

The Greenside Grill, the property's restaurant facility, is open year-round for dining, but can be closed to the public and utilized for private functions. With accommodations for up to seventy-two guests, a charming mirrored bar and lake view patio, the Grill is an ideal location for smaller parties or can be used to expand the celebration from the Lake Room. Rental times for The Greenside Grill may vary based on restaurant patronage and will be at the sole discretion of the Catering Sales Manager.

BANQUET ROOM	CAPACITY	FOOD MINIMUM	ROOM RENTAL
The Lake Room *Peak Season	200	Saturday: \$5,000 Friday: \$3,500 Sunday-Thursday: \$2,000	\$1,000 \$750 \$500
The Lake Room *Non-Peak Season	200	Saturday: \$3,000 Friday: \$2,000 Sunday-Thursday: \$2,000	\$500 \$375 \$250
The Boardroom	25	\$250	\$100
The Greenside Grill Or 19 <sup>th</sup> Hole Patio	72	\$1,000	\$500

*\*Peak Season consists of June, July, August, September & December  
Special Monday thru Thursday rates may apply. Please contact the Catering Sales Manager for specifics.*

For questions regarding catering policies & information, contact the Catering Sales Manager at (360) 668-3030 Ext. 238

## **RESERVATION & BOOKING FEES**

A booking fee equivalent to twenty percent of the estimated total of the event is required with a signed contract fourteen days after the reservation has been made with the Catering Sales Manager. All booking fees are non-refundable and will be applied to your final bill. Payment of total contracted amount is required thirty (30) days prior to your event. A credit card authorization will be required for all events hosted at The Golf Club at Echo Falls. Payments are not required to be posted to the card on file, but in the event that the account becomes past due, The Club will attempt to collect all due monies from the credit card.

## **CANCELLATIONS**

If it is necessary to cancel a contracted booking, you will be subject to cancellation fees. No payments are refundable at any time. Functions canceled less than sixty days in advance of the event will be charged the appropriate room rental fee, food minimum, and any other contracted charges.

## **DURATION OF EVENTS**

All events are booked by four and one half (4-1/2) hour periods. In addition, one and one half (1-1/2) hours prior to the contracted event start time will be provided for guests' set-up and one hour (1) following the event for guests' removal of personal items. A maximum of two (2) additional hours of event time may be arranged by the Catering Sales Manager at a rate of \$200 per hour. Please consult the Catering Sales Manager to reserve additional time.

## **STANDARD SETUP**

The Golf Club at Echo Falls will provide all standard event set up. Set up service will include the placement of tables and chairs based upon client's requests. In addition, the standard white or ivory linen will be included with a matching napkin. Additional linen colors are available for a minimal fee. A labor fee of \$200 will be charged if you elect to remove the dance floor. The Echo Falls staff will not be responsible for the set up of event décor, favors, programs, etc. The installation of such items will be the responsibility of the guest and must be completed during the one and one half (1-1/2) hours provided prior to the contracted event start time and removed within one (1) hour of the conclusion of the event unless otherwise arranged with the Catering Sales Manager.

## **MENUS**

The banquet menu provided is designed to be used as a guideline for creating the ultimate menu for your special event. If you do not find exactly what you are looking for our experienced staff will be happy to assist you in creating a signature menu that is perfectly suited to both your taste and your budget. Menu prices are subject to change, but may be confirmed ninety (90) days prior to the event date. All food and beverage is subject to a 20% service charge and a tax rate of 7.7%.

## **PLATED DINNER SELECTIONS**

For a maximum of 175 guests, up to two entrées may be selected. In addition, a vegetarian option can be included as a third choice. Guarantees must be given for each entrée choice seven days prior to your event. Hosts are responsible for providing entrée indicators at guests' place settings.

## **BEVERAGE SERVICES**

The Golf Club at Echo Falls offers a wide selection of premium wine, beer, liquor and non-alcoholic beverages to complement your function. The Golf Club at Echo Falls is the only authorized licensee to sell and serve alcoholic beverages. No outside beverages will be permitted on the property.

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## **GUARANTEES**

The Golf Club at Echo Falls requires notification of the exact number of guests seven (7) days prior to your event. Once received, this number constitutes a guarantee and is not subject to reduction. If fewer than the guaranteed number of guests attend the function, the host will be charged for the original guaranteed number. An increase in the guest count may be received up to four (4) business days prior to your event with approval of the Catering Sales Manager. If no written or verbal guarantee is received within the required timeline, the contracted number will be considered your guarantee.

## **WEDDING CEREMONIES**

The Lake Room is ideal for both a wedding ceremony and reception. Picturesque fairway views and the warmth of our cozy fireplace provide an intimate setting for large or small weddings. Maximum seating for wedding ceremonies is two hundred (200) guests. Ceremonies are also available on The Lawn, our outdoor ceremony space. The Golf Club at Echo Falls will provide ceremony seating set-up, break-down, and turn of the room if necessary. Ceremony fee includes use of cedar arbor, unity candle table, bridal prep room, and an additional thirty (30) minutes of event time. A ceremony rehearsal must be scheduled with the Catering Sales Manager, providing it does not conflict with other scheduled events. Ceremony Rates: \$500 up to 100 guests, \$1,000 101-200 guests.

## **DELIVERIES & STORAGE**

Deliveries will be limited to the day of the event only and may not be permitted more than one and one half (1-1/2) hours prior to the contracted event start time. Please contact the Catering Sales Manager concerning the details of any delivery. Shipped materials must be addressed with the Catering Sales Manager's name. Please include the event contact person's name and the date of your event. The Golf Club at Echo Falls is not responsible for items left at The Club following an event.

## **PHOTOGRAPHY**

The Golf Club at Echo Falls has expansive grounds that offer numerous spectacular photography locations, however photography is not permitted on any part of the golf course at any time. Guests may arrive early on the property for photographs, but availability of the banquet spaces will be based on the contracted event times. The Club requests that all guests be respectful of our golfers, restaurant patrons and event attendees by remaining unobtrusive on the grounds while capturing the special day with photography.

## **DECORATING**

Guests will be responsible for providing and installing all décor items for events. The Golf Club at Echo Falls will not permit the affixing of anything to the walls, floors, or ceilings of rooms unless approved by the Catering Sales Manager. Candles are permitted, but must be either encased by a votive or set atop a platter to collect melted wax. In addition, sprinkled confetti, glitter and the like will not be permitted. Any signs provided by our guests must be of professional quality and have the Catering Sales Manager's approval prior to placement. If any property of The Club is damaged; specifically walls, carpet, linen, woodwork, etc. the guest will be charged a damage fee up to and including the cost of repairs.

## **PARKING**

Ample complimentary parking is available for your event. Please contact the Catering Sales Manager for specific parking needs.