



2023 PARTY PLANNING PACKAGE

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PINE HILLS
1665 N 2501 Rd
Ottawa, IL 61350
815.434.3985
ottawapinehillsgolfclub.com

A unique setting for every event

Events at Pine Hills

Pine Hills Golf Club Bar & Restaurant is conveniently located off of Route 23 just south of Ottawa. Our Clubhouse has beautiful, panoramic views of the course. We offer a variety of packages that make us the perfect place for private, corporate, and fundraising events as well as social celebrations including birthdays, anniversaries, graduation parties, rehearsal dinners, reunions, showers, funeral luncheons, and golf outings. Pine Hills menu features a variety of food and a full bar with a selection of domestic and craft beers, spirits, and specialty drinks.

Intimate Dinners and Cocktail Parties

Pine Hills offers various, semi-private, spaces to accommodate personal, business, and social events on a smaller scale. Our dining area can accommodate up to 75 guests.

Larger Scale Events

Our Clubhouse can accommodate up to 75 guests for private parties or sit-down dinners, and up to 110 for a cocktail parties.

Be Our Guest!

We know that planning an event can be a stressful and complicated task. We also know that your event is important! Whether it is a rehearsal dinner, office holiday party, or corporate meeting, your event is special and deserves to be treated with the utmost care and attention. To schedule a tour of our Clubhouse and grounds, or for additional information, please contact Tiffany@ottawapinehillsgolfclub.com or call 815.434.3985

Event Space Minimums, Deposits, and Service Fees

Minimums vary by space, time, and day of the week. All minimums are based on a 3 hour event time during the day and a 5 hour event time during the evening. On most occasions, we are able to accommodate extension requests. We look forward to working with you to find out which of Pine Hills spaces will best fit your event.

Deposits

A non-refundable deposit, equal to the amount of the service fee, is due at the time of contract. The deposit guarantees the time and date for your event.

Service Fees **

Service fees cover the space, coordination, set-up, and staffing for the event.

Tuesday, Wednesday, and Thursday

Daytime \$50 Evening \$100

Friday, Saturday, and Sunday

Daytime \$150 Evening \$300

Day Events

Day Events are held between the hours of 11am and 4pm with a time limit of 3.5 hours. If a party runs past 4pm it will be charged the evening service fee.

Evening Events

Evening Events are held after 4pm with a time limit of 4.5 hours.

For events over 50 guests please speak with our Event Coordinator.

Entire House

The Clubhouse holds up to 75 guests for a sit-down dinner or 110 for a cocktail party. Clubhouse rental includes use of the main level plus our deck, tent and back patio areas.

Service Fees **

Tuesday, Wednesday, and Thursday

Daytime \$500

Evening \$1600

Friday, Saturday, and Sunday

Daytime \$1200

Evening \$2400

Additional Options

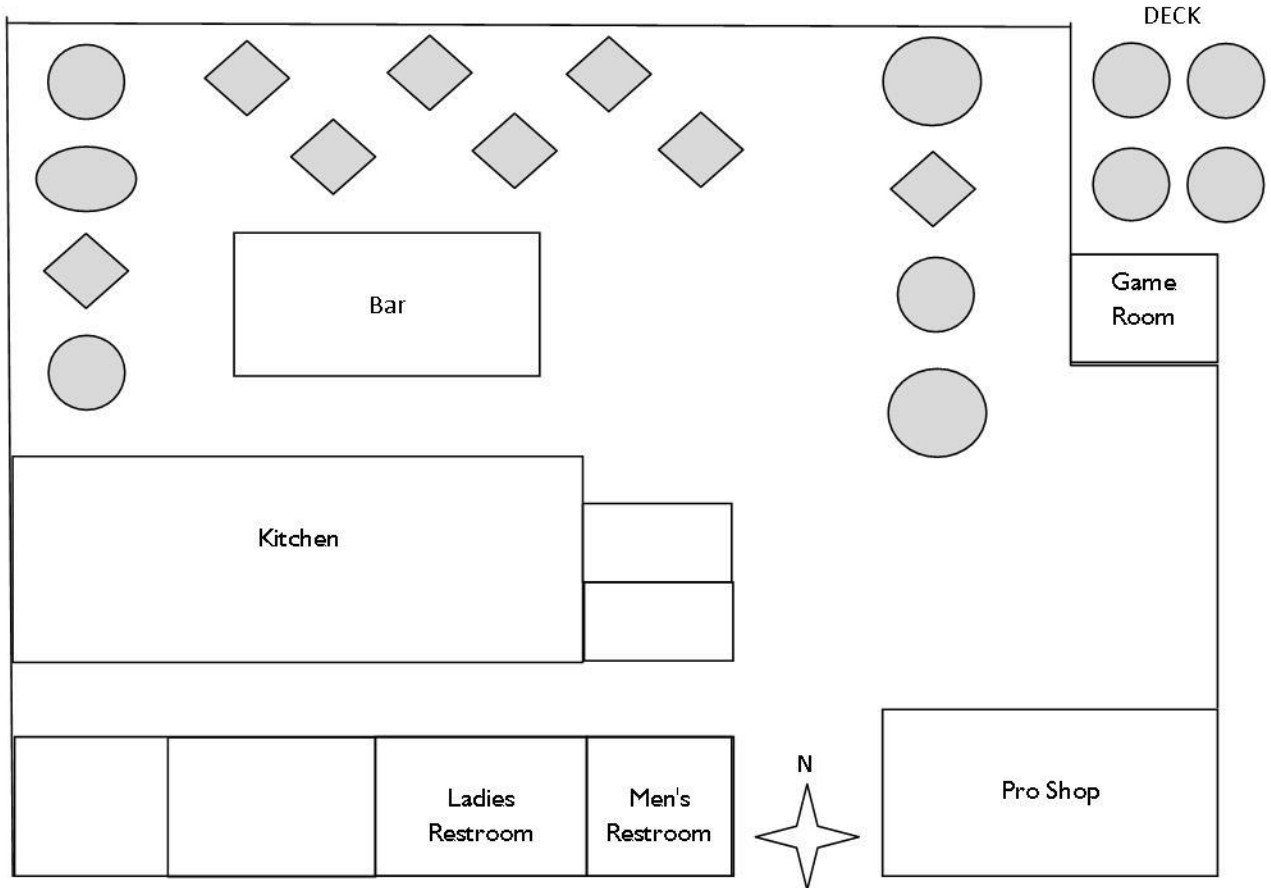
20 x 30 Outdoor Tent \$150 *Seats up to 60*

Deck \$50 *Seats up to 20*

Black or White tablecloths \$5/each

***Please be advised that there is a 5% credit card processing fee. ***

Clubhouse Floorplan



APPETIZERS

Serves 25 people each. All selections are predetermined by the host at the time of booking.

Prices do not include tax or gratuity.

HOT CHOICES

Chicken Bites: Naked, Buffalo, Hot, or BBQ, with Ranch or Bleu Cheese <i>Choice of 2 sauces listed above. Additional sauces \$5/per bowl.</i>	\$85
BBQ Meat Balls	\$85
Pizza Nuggets with Marinara	\$60
Fried Mushroom Slices with Ranch	\$60
Elote Bites (sweetcorn & cheese) with Jalapeno Ranch	\$75

COLD CHOICES

Fresh Vegetable Tray with Ranch	\$70
Fresh Seasonal Fruit Tray with Cream Cheese Dip	\$90
Shrimp with Cocktail Sauce	\$100
Fresh Mozzarella (<i>Caprese Salad</i>)	\$80
Bruschetta	\$70
Pinwheels	

SILVER DOLLAR SANDWICH TRAYS

MEAT & CHEESE: Ham or Turkey with American or Swiss, lettuce, and tomato

DELI SALAD: Chicken Salad or Egg Salad

ITALIAN BEEF

PULLED PORK BBQ

Small Tray = 12 sandwiches \$48

Medium Tray = 24 sandwiches \$96

Large Tray = 36 sandwiches \$144

LUNCH BUFFETS

Available from 11am-4pm. All selections are predetermined by the host at the time of booking. Buffets include filtered water, iced tea, fountain soda, coffee, and tea.

BRUNH BUFFET \$24.95/person

Includes: Scrambled Eggs, Bacon, Chicken-n- Waffles, Hash Brown Casserole, Country Gravy, Breakfast Pizza, Sidewalk Fries, and Fresh Fruit Tray.

COLD SANDWICH LUNCHEON \$17.95/person

Ham, Turkey, or Roast Beef with American or Swiss, lettuce, and tomato with a brioche bun; Bar Chips & Fresh Vegetable Tray.

Pick one: Potato Salad or Pasta Salad

Pick one: Baked Beans or Cole Slaw

HOT SANDWICH LUNCHEON \$19.95/person

Hamburger, Cheeseburger, Grilled Chicken, or Grilled Pork Chop with a brioche bun; Bar Chips & Fresh Vegetable Tray.

Pick one: Potato Salad or Pasta Salad

Pick one: Baked Beans or Cole Slaw

PIZZA BUFFET

Choice of Pan or Thin Crust Pizzas; all selections are predetermined by the host at the time of booking.

\$16.95/person with Salad and unlimited 1 Topping Pizzas

\$20.95/person with Salad and unlimited ANY Toppings Pizzas

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Plated Pastas and Plated Dinners include filtered water, iced tea, fountain soda, coffee, and tea.

PLATED PASTA DINNERS

Includes garlic bread and salad.

Bruschetta Pasta \$19.95

Spicy Sausage Pasta \$20.95

Chicken Parmesan \$20.95 w/Pasta Alfredo and side of vegetables

Chicken Piccata \$20.95 w/Pasta Alfredo and side of vegetables

PLATED DINNERS

Includes a fresh dinner roll, a side of vegetables, potato, and salad.

Cod – *Broiled or Fried* – \$22.95

Parmesan Crusted Cod \$23.95

Salmon – *Broiled* – \$24.95

Shrimp – *Broiled, Fried, or Cajun* – \$24.95

Apricot BBQ Glazed Pork Chops – 1 chop \$21.95

Prime Rib \$32.95

Rib-Eye – \$31.95

SIDE OPTIONS

Potato – Baked or Roasted w/Garlic & Rosemary

House Salad Dressings – French, Ranch, 1000 Island, Italian, Creamy Roasted Garlic, Creamy Bleu Cheese, Caesar, Honey Mustard, Poppy Seed, Red Wine Vinaigrette

FAMILY STYLE DINNERS

All selections are predetermined by the host at the time of booking. Dinners include filtered water, iced tea, fountain soda, coffee, and tea.

Unlimited 1 Topping Pizza with Salad	\$16.95/person
Unlimited ANY Topping Pizza with Salad	\$20.95/person
Fried Chicken with Pasta, Dinner Salad, and Dinner Rolls	\$25.95/person
1 Meat with Vegetable, Potato, Dinner Salad, and Dinner Rolls	\$27.95/person
2 Meats with Vegetable, Potato, Dinner Salad, and Dinner Rolls	\$31.95/person
3 Meats with Vegetable, Potato, Dinner Salad, and Dinner Rolls	\$35.95/person

Add Pasta or Cup of Soup \$3/person

Meats – pick 1, 2 or 3: Fried Chicken, Lasagna, Meatloaf, or Pot Roast

Potato – pick one: French Fries, Baked, or Roasted w/Garlic & Rosemary

Pastas – pick one: Pasta Alfredo, Baked Macaroni & Cheese, or Mostaccioli

House Salad Dressings – pick 3: French, Ranch, 1000 Island, Italian, Creamy Roasted Garlic, Creamy Bleu Cheese, Caesar, Honey Mustard, or Poppy Seed

Gluten Free & Vegetarian options are available; please speak with our Event Coordinator for details.

DESSERTS

All selections are predetermined by the host at the time of booking.

***One event dessert may be brought in. Pine Hills has a \$1/person plating fee. A charge of \$50 will be applied for more than one dessert being brought in. **Neither Pine Hills, nor its staff, is responsible for any damage to desserts that are brought in. ***

Chocolate Chunk Cookies	\$20/dozen
Brownies	\$20/dozen
Carrot Cake Cupcakes	\$42/dozen
9 inch Gourmet Cheesecake	\$48/each
<i>New York Cheesecake with choice of Fresh Blueberry, Strawberry, or Raspberry Sauce</i>	
9 inch Gourmet Specialty Cheesecake	\$56/each
<i>Turtle, Chocolate Kahlua, White Chocolate Amaretto</i>	

BEVERAGE OPTIONS

With a 2 week notice, Pine Hills is able to provide any beer, wine, or liquor as long as our suppliers have it in stock.

- **CASH BAR** – *all drinks are paid for by guests.*
- **OPEN BAR** – *all drinks are kept on a tab that is paid by the host.*
- **LIMITED OPEN BAR** – *select drinks or drinks during a certain time period are kept on a tab that is paid by the host.*
- **KEG PRICING** – *current market price flat rate per domestic keg.*
- **DRINK TICKETS** – *limited drinks provided and paid for by the host.*

Frequently Asked Questions

Additional Event Information

Q: What kind of environment and service can I expect at Pine Hills?

A: Pine Hills is a casual golf club, bar, and restaurant. Servers are attentive. Events lean toward a finer dining service in a more casual environment. Guests are comfortable in both jeans and suits.

Q: How do I book an event at Pine Hills?

A: You can confirm your date by emailing tiffany@ottawpinehillsgolfclub.com . If the date is available, space is considered reserved once a signed contract and deposit have been turned into the Event Coordinator. We can only hold a date for 24 hours without a deposit payment in full.

Q: How long will my event last?

A: Event pricing is based on a 3 hour event time during the day and a 5 hour event time in the evening. Events may be extended at an additional cost.

Q: Can I setup early for my event?

A: Yes. If you are having a daytime event you may start to setup 1 hour prior to your event. If you have an evening event your setup time will be determined by our Event Coordinator.

Q: How do you determine pricing?

A: Pine Hills prices are competitive with other area event spaces and reflect current market prices of food and drink.

Q: Is gratuity automatically added to my bill?

A: No, gratuity is not automatically added to your bill and is left to your discretion. A minimum of 20% gratuity on the event food and beverage total is suggested. Please advise our Event Coordinator if you would like gratuity automatically added to your bill. Individual guest tipping is welcome.

Q: Will my event be private?

A: Pine Hills does not have private dining rooms. We do offer an area that may be curtained off from the rest of the dining room. Pine Hills will be open to the public and serve normal business hours before, during, and after your event, unless you reserve the entire Clubhouse.

Q: Can I reserve the entire Clubhouse for my event?

A: Yes, you may reserve our entire Clubhouse. This gives you use of our entire facility for your event.

Please note that Pine Hills is a public bar and restaurant—not a banquet facility. In order to best serve a private event we must close our doors to our faithful patrons. Other facilities charge fees to open their doors for an event. Pine Hills rental fees must justify closing the Bar & Restaurant to normal, daily business.

Event Request Form

Use this form, combined with the appropriate pages from this planning package, to request an event with us. You may reach us by email tiffany@ottawapinehillsgolfclub.com or by phone at 815.434.3985.

Name of Event Organizer: _____

Company/Firm: _____

Address: _____

Organizer Email Address: _____

Organizer Phone: _____

Event Date: _____ Event Time: _____

Event Space Requested: _____

Estimated Number of Guests: _____

Type of Event: _____

Additional Information or Special Requests:

Pine Hills Event Policies:

- Reservations are not final until a signed contract and full deposit have been submitted.
- A final guest count is requested no later than 7 days prior to your event. The final guest count is the minimum number of guests that will be paid for.
- Cancellations less than 60 days prior to the event date forfeit the entire deposit.
- State and local taxes are applied to the final bill.
- The final payment must be paid in full the day of your event.
- There is a 5% credit card processing fee.
- Client agrees to clear out of the designated area no later than 30 minutes after the rental period is over.
- All decorating must be cleared with our Event Coordinator.
- For safety reasons, only paid golfers are allowed beyond the back deck and on the golf course. Children must be kept inside.
- The client agrees to indemnify and hold harmless Pine Hills Golf Club, its agents and employees, of and from any and all liability arising out of negligence of the client(s) during the event and activities on the premises of Pine Hills.
- All persons consuming alcoholic beverages on Pine Hills property must be 21 years of age or over. Pine Hills reserves the right to terminate liquor service at the Event if minors attending intend to consume alcoholic beverages. Liquor cannot be brought into Pine Hills from outside sources.

I have read and agree to the above policies and event pricing.

Authorized Signature: _____ **Date** _____

PHGC Signature: _____ **Date** _____