



2023 WEDDING PLANNING PACKAGE

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**PINE HILLS**  
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815.434.3985  
[ottawapinehillsgolfclub.com](http://ottawapinehillsgolfclub.com)

# A unique setting for every event

## **Events at Pine Hills**

Pine Hills is conveniently located off of Route 23 just south of Ottawa. Our Clubhouse has beautiful, panoramic views of the course. We offer all-inclusive food and beverage packages that can be tailored for any event and options to use our in-house decorators to help make planning your special day as efficient and convenient as possible.

## **Outdoor Ceremonies**

Pine Hills offers the option of outdoor ceremonies after 4pm. Our ceremony site features a natural stone staircase, gorgeous arbor, bench seating for up to 75 guests (plus standing room) and beautiful gardens. This location also features elevated views of a golf green, creek, bridge, and endless once in a lifetime photo opportunities.

*\*\*We also offer a wooded creek-side site for intimate ceremonies of 20-30 people \*\*no seating\*\**

## **Intimate Receptions and Cocktails**

Our Clubhouse can accommodate up to 75 guests for sit down dinners and up to 110 for Cocktail style parties. In order to host a reception on a night that the Pine Hills Bar & Restaurant is normally open we must close to the public for a private event. Clubhouse rental includes private use of the main level plus our deck, tent, and back patio areas.

## **Be Our Guest!**

We know that planning a wedding can be a stressful and complicated task. We also know that your wedding is one of the most important events of your life! Whether it is an outdoor ceremony or an intimate reception dinner, your event is special and deserves to be treated with the utmost care and attention. To schedule a tour of our Clubhouse and Gardens or for additional information please contact Adrienne at 815.434.3985 or via email at [adrienne@ottawapinehillsgolfclub.com](mailto:adrienne@ottawapinehillsgolfclub.com).

# Event Space Minimums, Deposits and Rental Fees

Reception minimums are based on a 5 ½ hour event time during the evening. On most occasions, we are able to accommodate extension requests. Our customized proposals are designed to reflect our client's taste and budget. While each event is unique, we are flexible and willing to work with you based on your needs. Pricing is dependent on your package selection, hours of your event, and specific client requests. We look forward to working with you to find out which of Pine Hills options will best fit your event.

## Clubhouse Receptions

Pine Hills Clubhouse holds up to 75 guests for a sit down dinner or 110 for a cocktail style party. Packages are an all-inclusive per-person rate. Packages include:

- 6 hours use of the Clubhouse
- 5 hours of bar service
- Choice of black or white linens
- Choice of Deluxe or Premium Food and Beverage Package

## Outdoor Ceremonies

Outdoor ceremonies are held after 4pm. In this case, the golf course has to be shut down. Site rental includes private use of the site for 2 hours.

## Rehearsals

Rental fees include a 1.5 hour rehearsal time prior to the event. Pine Hills offers on-site drink and appetizer packages or the option to have a more formal rehearsal dinner in the clubhouse or to use the back patio, tent, and

deck area for an additional charge.

## Morning after Brunch

Pine Hills has a wonderful brunch menu and provides the option for parties to book a custom morning after brunch for an additional charge.

## In-House Decorators

If you would like our in-house decorators to assist with your ceremony and/or event they are available for an additional charge.

## Deposits

A deposit equal to the rental fee is due at the time you sign the contract and will be credited towards your final bill. The deposit guarantees the time and date for your event. Events canceled less than 60 days from the date forfeit all deposits.

## Rental Fees

Rental fees cover the space, coordination, set-up, staffing, and clean-up for the event. Rental fees also cover rehearsal time.

### Saturday

Outdoor Ceremony Site \$2,000 (2 hrs)

Creek-side Ceremony Site \$800 (2 hrs)

*+\$300 for each additional half hour*

Clubhouse \$3,200

Ceremony Site + Clubhouse Combo \$5,000

*(gives private use of all amenities for 6 hours)*

*Sunday-Friday less \$500 on all rental fees*

## Tax & Gratuity

Pricing does not include Ottawa's 6.75% sales tax or 20% Service Charge (*gratuity*)



# ALL-INCLUSIVE RECEPTION PACKAGES

## DELUXE

**\$85** per person

Five and One Half Hour Reception  
Bar Snacks  
Two Appetizers  
Elegant Plated Dinner  
Five Hours Standard Brand Bar  
Wedding Cake & Coffee Service  
One Additional Dessert  
Cocktail Service during Dinner  
Choice of Black or White Linens  
Champaign Toast

### **Deluxe Dinner Options:**

Cod or Salmon  
Chicken Parmesan or Chicken Piccata  
Apricot BBQ Glazed Pork Chop  
New York Strip

### **Standard Brand Bar:**

Smirnoff Flavored Vodkas, Titos,  
Bacardi, Captain Morgan, Malibu,  
Jim Beam, Jack Daniels, Southern Comfort,  
Fireball, Sambuca, Jägermeister  
Seagram's 7, Seagram's VO  
Domestic Cordials  
House Wines, Domestic Beer, & Soft Drinks  
Draft Beer-*assorted craft*

## PREMIER

**\$100** per person

Five and One Half Hour Reception  
Includes ALL Deluxe Package Inclusions  
PLUS  
Three additional Appetizers  
Five Hours of Premium Brand Bar

### **Premier Dinner Options:**

Cod or Chicken Oscar  
Parmesan Crusted Cod  
Cod with White Wine Sauce  
Shrimp  
Surf & Turf = *Baseball Filet & Shrimp*  
Prime Rib  
Rib-Eye

### **Premium Brand Bar:**

Includes ALL Standard Bar Inclusions  
PLUS:  
Grey Goose, Absolut, Kettel One,  
Beefeater, Tanqueray,  
Patron, Don Julio, Casamigos,  
Jameson, Johnny Walker Black, Dewars,  
Makers Mark, Glenlivet, Screwball, Chivas  
Regal, Crown Royal

*\*\*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.*

# APPETIZERS

## **BAR SNACKS**

Gourmet Mixed Nuts and Gardettos Deluxe  
*at the bar all evening*

## **HOT CHOICES**

Chicken Bites: Naked, Buffalo, Hot or BBQ with Ranch or Bleu Cheese  
*Choice of 2 sauces listed above.*

BBQ Meat Balls

Pizza Nuggets with Marinara

Fried Mushroom Slices with Ranch

Elote Bites (sweetcorn, cheese & jalapeno) with Jalapeno Ranch

## **COLD CHOICES**

Fresh Seasonal Vegetable Tray with Ranch

Fresh Seasonal Fruit Tray with Cream Cheese Dip

Shrimp with Cocktail Sauce

Fresh Mozzarella (*Caprese Salad*)

Bruschetta

Pinwheels

## **SILVER DOLLAR SANDWICH TRAYS**

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

DELI SALAD: Chicken Salad, Tuna Salad, or Egg Salad

ITALIAN BEEF, PULLED PORK BBQ

## DINNER ENTREES

Dinners include fresh dinner rolls with butter, a side of vegetables, Potato-*unless stated otherwise stated*, and salad.

## DELUXE Dinner Entrees

Cod – Broiled or Fried

Salmon – Broiled or Blackened

Chicken Parmesan w/Pasta Alfredo & a side of vegetables-*no potato*

Chicken Piccata w/Pasta Alfredo & a side of vegetables-*no potato*

New York Strip

Apricot BBQ Glazed Pork Chops

## PREMIER Dinner Entrees

*ANY of the DELUXE options plus:*

Cod or Chicken Oscar

Shrimp – Broiled or Fried

Surf & Turf – *Baseball Filet & Shrimp*

Prime Rib

Rib-Eye

## 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, or Spring Vinaigrette

## DESSERTS

Chocolate Chunk Cookies

White Chocolate Macadamia Cookies

Brownies

Carrot Cake Cupcakes

9 inch Gourmet Cheesecake

*New York Cheesecake with seasonal fruit topping, White Chocolate Amaretto, Chocolate Kahlua, or Turtle*

# 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 towards a finer dining service in a more casual environment.

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

A: You can confirm your date by emailing Adrienne at [adrienne@ottawapinehillsgolfclub.com](mailto:adrienne@ottawapinehillsgolfclub.com). If the date is available, space is considered reserved once a signed contract and deposit have been turned in. 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 5 ½ hour reception. Events may be extended at an additional cost.

Q: When can I start my reception?

A: Receptions may begin as early as 5pm, and conclude no later than 12:30am.

Q: Can I setup early for my event?

A: Yes. Your setup time will be determined by our Event Coordinator.

Q: Can I order children's meals or special meals?

A: Yes. We offer a variety of options for the younger party-goers. We also provide customized meals for vegetarians or any guests who may have specific dietary restrictions.

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: Yes. Individual guest tipping is still welcome.

Q: Will my event be private?

A: When you rent the entire Clubhouse we close to the public and make it as private as possible for your event.

Q: Do you have a Bride's room?

A: No. At this time we do not have a Bride's room.

*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 its 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.*

# Wedding Event Request Form

Use this form, combined with the appropriate pages from this planning booklet, to request an event with Adrienne. You may reach her by email at [adrienne@ottawapinehillsgolfclub.com](mailto:adrienne@ottawapinehillsgolfclub.com) or by phone at 815.434.3985.

Engaged Couple: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Space(s) Requested: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Additional Information or Special Requests:

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## **Pine Hills Event Policies:**

- Reservations are not final until a signed contract and full deposit have been submitted.
- Cancellations less than 60 days prior to the event date forfeit the entire deposit.
- 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.
- State and local taxes are applied to the final bill.
- The final payment must be paid in full the day of your event.
- Client agrees to clear out of the designated area no later than 12:30am.
- All decorating must be cleared with our Event Coordinator.
- 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 clients during the client's event and activities on the premises of Pine Hills.
- Pine Hills is not responsible for any personal belongings lost, stolen, or left on Pine Hills property.
- All persons consuming alcoholic beverages in any area of the Pine Hills premises 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** \_\_\_\_\_