

Flagstaff Ranch

WEDDING AND EVENT PORTFOLIO





FLAGSTAFF RANCH GOLF CLUB

3850 SOUTH LARIAT LOOP

FLAGSTAFF, AZ 86001

Contents

BUTLER PASSED HORS D'OEUVRES.....	1
STATIONED HORS D'OEUVRES	2
PLATED DINNER SELECTIONS.....	3
BUFFET DINNER SELECTIONS.....	4-5
CARVING STATIONS.....	6
BAR DETAILS & PRICING.....	7
FAQ.....	8
CONTRACT	9-13

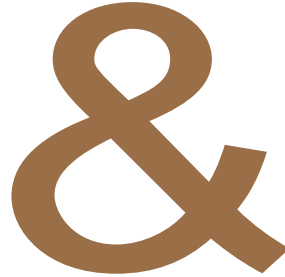
BUTLER PASSED HORS D'OEUVRES

CHOICE OF 2 PASSED HOT OR COLD FOR \$12 / PERSON

CHOICE OF 3 PASSED HOT OR COLD FOR \$16 / PERSON

HOT

- Jerk chicken skewers
with a pineapple glaze
- Sausage stuffed
mushroom caps
- Bacon wrapped dates
- Bacon wrapped
short ribs
- Arancini in marinara
- Bacon wrapped
duck breast
- Coconut shrimp
- Spinach artichoke tarts
- Shrimp and chorizo
with saffron aioli



COLD

- Tomato Bruschetta
- Caprese skewers
- Prosciutto wrapped
melon
- Smoked salmon
cucumber cups
- Tuna poke in phyllo
- Beef tenderloin
crostini
- Berry Tartlets



STATIONED HORS D'OEUVRES

CHEESE PLATTER

Aged Cheddar, Vintage
Van Gogh, Buttermilk Blue,
Grand Cru Gruyere, Mezza
luna Fontina

\$10/

person

ROASTED VEGETABLE PLATTER

Red Onions, Zucchini,
Yellow Squash, Mushrooms,
Asparagus and Eggplant,
fire roasted and drizzled
with balsamic reduction

\$8/

person

CHARCUTERIE BOARD

A blend of cured meats,
cheeses and jams, served
with crackers

\$12/

person

FRUIT PLATTER

Fresh fruit; pineapple,
honeydew, cantaloupe and
berries served with yogurt

\$8/

person

SPINACH ARTICHOKE DIP

House made artichoke
dip served with pita
chips

\$8/

person





PLATED

ALL PLATED SELECTIONS ARE PRICED
PER PERSON AND INCLUDE A SALAD
AND ROLL

GRILLED SIRLOIN

Grilled sirloin topped with
charred grilled tomatillo
relish, wild rice pilaf &
asparagus

\$ 28/
person



GRILLED MAHI MAHI

Grilled mahi mahi
topped with a
pineapple salsa
coconut infused rice and
sugar snap peas

\$32/
person

FILET OF BEEF

Seared filet with
potato duchess,
asparagus and thyme

\$38/
person

CHICKEN BREAST

Chicken breast
with roasted
Yukon gold
potatoes and
broccoli, topped
with a hickory
smoked tomato and
caper sauce

\$27/
person

GRILLED SALMON

Served on
toasted almond
basmati and
asparagus,
topped with a
tequila lime
butter sauce

\$28/
person

BUFFET

BUFFET OPTIONS INCLUDE ONE ENTREE, ONE SALAD,
ONE STARCH, AND ONE VEGETABLE FOR
\$34 PER PERSON

SALADS

• **Caesar**– Classic tossed romaine, croutons, parmesan cheese and a Tuscan Caesar dressing

• **House**– Spring mix with grape tomatoes, cucumbers, red onion and croutons with ranch dressing and balsamic vinaigrette

• **Wedge +\$4**– Iceberg wedged and topped with blue cheese dressing, diced tomatoes, red onions, blue cheese, bread crumbs and bacon lardons

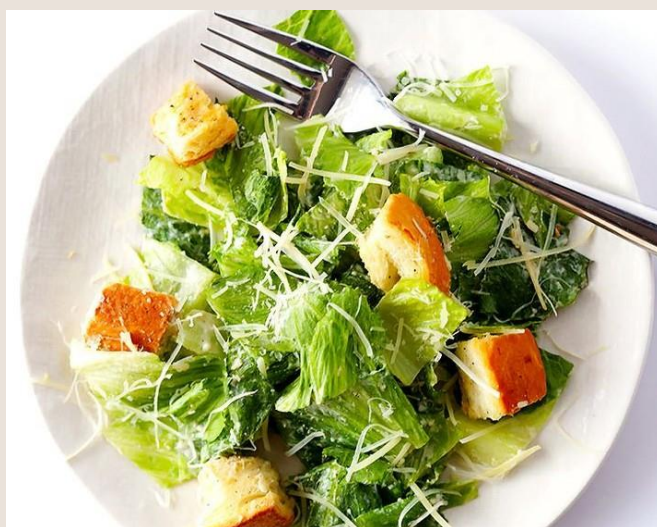
• **Southwest Salad +\$4** –Chopped Romaine, black bean and roasted corn relish, pickled onions and a chipotle lime dressing

STARCHES

- Herb Roasted Yukon Gold Potatoes
- Potatoes Au Gratin Boursin
- Mashed Potatoes
- Wild Rice Pilaf

VEGETABLES

- Green Bean Almandine Oven
- Roasted Vegetables
- Glazed Carrots
- Broccoli



BUFFET

BUFFET OPTIONS INCLUDE ONE STANDARD ENTREE, ONE SALAD, ONE STARCH, AND ONE VEGETABLE FOR \$34 PER PERSON.

SINGLE UPGRADED ENTRÉE \$40/PERSON
ADDITIONAL STANDARD ENTREES \$6/PERSON
ADDITIONAL UPGRADED ENTREES \$10/PERSON

STANDARD ENTREES

CHICKEN FORESTER- Seared chicken breast topped with fire roasted tomatoes, mushrooms & caramelized onions

CHICKEN PICCATA OR MARSALA

ROASTED PORKLOIN- Topped with orange, fennel & roasted cipollinis

ITALIAN SAUSAGE & PEPPERS

ROASTED VEGETABLE PENNE PASTA- Tossed in a nut-free pesto

UPGRADED ENTREES

GRILLED SIRLOIN STEAK- Topped with mushroom bordelaise

GRILLED MAHI MAHI- Topped with pineapple salsa

PAN SEARED SALMON- Topped with a whole grain mustard maple glaze

PORKLOIN ROULADE- Stuffed with spinach, red peppers & pine nuts, topped with apricot compote



CARVING STATIONS

ENHANCE YOUR EVENT BY ADDING A CHEF
ATTENDED CARVING STATION FOR AN
ADDITIONAL PRICE PER PERSON

CARVING STATIONS CAN BE ADDED TO ANY
BUFFET IN PLACE OF AN ENTREE

PRIME RIB CARVING

\$13 / PERSON



ROASTED TURKEY CARVING

\$12 / PERSON



BAR OPTIONS

HOSTED OPEN BAR

The host will have one ticket to pay at the end of the evening. Final costs will be based on consumption. Flagstaff Ranch recommends a reasonable budget of \$14-\$21 per person

MODIFIED HOSTED BAR

The host will pre-arrange monetary limits & hosted items

CASH BAR

Guests will pay for their own drinks. Flagstaff Ranch accepts cash or credit cards

LIQUOR PRICING

Well liquors \$7

Call Liquors \$8

Premium Liquors \$10

BEER PRICING

All Beer \$5

HOUSE WINE PRICING

\$7 Per Glass

Chardonnay

Sauvignon Blanc

White Zinfandel

Cabernet Sauvignon

CHAMPAGNE TOAST

\$7 Per Person

SATELITE BAR

Flagstaff Ranch can set up a satellite bar with beer and wine only. There is a minimum Sales requirement of \$250 for a satellite bar. If the minimum sales requirement is not met, the host will be responsible for the difference.

*Prices subject to state and local taxes as well as a 20% service charge

FREQUENTLY ASKED QUESTIONS

1. How many guests does your facility accommodate? **Our space is large enough to accommodate up to 160 guests comfortably**
2. How many guests sit at each table? **The tables range from 8-10 guests and are a mixture of 72" round and 8' long tables. (6 round with the remainder being 8')**
3. Do you offer food tastings? **Yes, we offer the choice of 3 passed apps and 2 entrees.**
4. Is a wedding rehearsal included? **Yes, we suggest the day before at about the time of the ceremony.**
5. Do you allow outside catering or alcohol? **No, we do not allow either, with the exception of wedding cakes, cupcakes or desserts**
6. Do you offer discounted meals for kids? **Yes, we can offer kids meals at \$12.95++ea.**
7. Can we set up the day before the event? **No, we will be open for regular service and will not be able to start set up until the morning of the event.**
8. Do you allow uber, lyft and other taxi services in the gates? **Yes!**
9. What size table cloths can you get? **We have access to 90x90 square tablecloths. You are welcome to bring your own cloths, but they will need to be here the day before.**

Please feel free to ask any questions that come up! We are happy to help!



Thank you for choosing Flagstaff Ranch Golf Club for your upcoming event. This contract is to protect both you "The Client" & Flagstaff Ranch Golf Club, ensuring agreement between both parties.

Food & Beverage Services:

Outside Food or Beverage is not allowed in any meeting or banquet space. The only exception is a special occasion cake/cupcakes/desserts. At no time will Food or Beverage be removed from Flagstaff Ranch Golf Club by the Client or any member of their group. In accordance with state laws, outside alcohol is not allowed on the premises.

Under Age Drinking policy:

Any guest that is under the age of (21) will not be served alcoholic beverages. If a guest looks to be under the age of (30), Flagstaff Ranch Golf Club reserves the right to check their identification to confirm they are of age to consume alcohol. Client shall be responsible for ensuring that minors attending the event are not provided alcoholic beverages by any person attending the event.

Although we are a private club, Flagstaff Ranch must follow all Arizona Liquor Laws, which are the same as any "on premise" liquor license. In the event that you wish to order special alcoholic beverages that are not in the Flagstaff Ranch Golf Club inventory, these items must be ordered by the case. Please be aware that these items may not be returned and must be paid for in their entirety. Due to Arizona Liquor Laws and Flagstaff Ranch Golf Club liquor license, unused cases may not leave the premises.

Our staff is trained to follow all appropriate laws and reasonably serve alcohol to our guests. These laws include but are not limited to;

- 1.) It is illegal to serve an intoxicated person;
- 2.) It is illegal to allow an intoxicated person to remain on the premise longer than thirty minutes;
- 3.) It is illegal to bring alcohol onto Flagstaff Ranch's licensed property.

Deposit:

A \$500 non-refundable deposit will be required to hold the date of the event. The deposit will be applied to the final invoice. Authorized credit card must be on file for event when deposit is made. This card will be charged for the entire event amount in the case that no other payment is received upon completion of event.

Final Guest Count:

Final count for Food & Beverage will be required (7) days prior to the event.

The Client will be charged for each additional person above final count. Should the count decrease within the (7) day event window, the Client will be charged for all guaranteed numbers given at final count.

Confetti, Glitter, Sparklers, Bird Seed, & Rice:

Is not permitted within the clubhouse. If confetti, flower petals, glitter, bird seed or rice are found the day of the event, there will be a \$100 clean up fee.

Wax Candles:

Are not permitted within the Clubhouse. However, you can most certainly bring flameless, battery operated candles.

Billing:

Flagstaff Ranch requires payment for the Banquet Event order by the day of the event. At the time of booking, Flagstaff Ranch must have a major credit card on file for use in the case that another form of payment is not received upon the conclusion of the event. This major credit card will be charged the current balance that is due on the day of the event.

Cancellation Policy:

Cancellation of any group's function must be received in writing. Cancellation must be made (31) days or more prior to the event to have no cancellation charge. Cancellations made between (30) days and (5) days prior to the event will be charge 75% of the Banquet Event Order. Cancellations made anytime between the event date and (4) days prior to the event will be charged 100% of the Banquet Event Order.

A list of the Client's vendor(s) company name(s), names of vendor's employees that will be conducting services for the event, and their contact info is required (7) days before the event. This is to ensure the Client's vendors are not delayed at our Gatehouse entrance on the day of the event. The Client's vendor(s) must be done setting up at least (1) hour prior to the start of the event so Flagstaff Ranch staff can do final tasks before the event commences.

Facility Rental Fee/Food & Beverage Minimums:

Rental: Between May & October \$4000+ Tax

Food & Beverage Minimum \$6000+ Tax & Service Charge

Rental: Between November & April \$2500+ Tax

Food & Beverage Minimum \$3500+ Tax & Service Charge

Client assumes responsibility for any and all damages that may occur to Flagstaff Ranch Golf Club sued by its participants, invitees, or other persons attending the event. Any damages will be charged accordingly.

Loss or damage to Client or Client's vendors/subcontractors displays, decorations and other property brought into Flagstaff Ranch Golf Club is the sole responsibility of the Client or the Client's vendors/subcontractors. Security arrangements should be made for all items left unattended for any time. Client agrees to release Flagstaff Ranch Golf Club, for injuries or damages sustained in connection with the event. All displays and decorations must conform to Fire Ordinances and be approved by Flagstaff Ranch Golf Club.

Flagstaff Ranch Golf Club does not permit the affixing of anything to walls, floors or ceilings by any means without prior approval. Glitter, confetti, rice or birdseed is not to be used anywhere on or around the facilities. All items set-up by Client including decorations, tables, chairs, and other items, are subject to the approval of Flagstaff Ranch Golf Club and must be removed by the end of the event or a \$300.00 cleaning fee will be charged to the final invoice. The rental period for the Clubhouse is from 2:00-10:00pm on the day of the event. Any guests or decorations that are still in the clubhouse after 11pm are subject to incur a fee of \$200 an hour.

The Event's point of contact and Flagstaff Ranch personnel will make the final decision regarding outdoor events. The decision on whether the event will be indoors or outdoors, with regards to current and projected weather conditions, will be made 24 hours prior to the commencement of the event.

The facility rental fee to rent the Clubhouse is for the use of most of the Clubhouse facility and includes: Men's and Women's locker rooms, scenic dining room, wooden floor, and lounge. This fee does not include the member billiards room. Guests can use the Pavilion patio on the day of the event, free of charge, as long as there is no set-up and/or moving of furniture involved.

Flagstaff Ranch is a Firewise Community. The designated smoking area for the Clubhouse is outside on the Pavilion near the fireplace. We do not allow the use of "sparklers" or any other incendiary material.

Firearms are not allowed on Flagstaff Ranch Property.

Cake cutting service fee:

The fee for Flagstaff Ranch to do the Client's cake/cupcake cutting and serving is \$1.50 per person. This cake cutting service includes the use of our china and silverware for the cake. Additionally, our staff will plate, serve, and clean up the cake. If the Client would like us to box up the top tier of the cake, we are able to do so.

Champagne/Sparkling Cider Toasts:

Champagne toasts/sparkling cider toasts cost \$7.00/person. This includes the rental for the glasses and the cost for champagne and/or sparkling cider.

Wedding Golf Prices:

\$100.00 (Tee times between 1:00 pm and 3:00 pm from May 1st through Oct 31st)

Price Includes:

- 18 holes of Championship Golf at the Jerry Pate designed Flagstaff Ranch Golf Club
- Dedicated service to your event
- Full use of the practice facility
- Golf carts

If your guests are interested in checking out our golf course, the website address is www.flagstaffranch.com. Any questions pertaining to scheduling tee times and other golf related items can be directed to our F&B Manager, Jason Shelander (928) 226-3126 or email him at jshelander@flagstaffranch.com

Additional Fees:

If staff needs to move out the dining room furniture for an event there will be a charge of \$150.00. In the case that a rush order of linens is needed for an event there will be a service fee of \$50.00. As mentioned above, all items set up by the Client or Client's vendors/subcontractors including decorations, tables, chairs and other items, are subject to the approval of Flagstaff Ranch Golf Club and must be removed by the end of the event or a \$300.00 cleaning fee will be charged to the final invoice.

Ceremony Chair Rental: White ceremony chairs can be rented for \$3.50 Per Chair

Flagstaff Ranch Timeline:

(7) Days Before the Event

- The final count of guests due to Event Coordinator including number of specific meal choices.
- A dining room layout must be finalized and approved by the Event Coordinator and/or Food and Beverage Manager,
- A list of the Client's event vendor(s) company name(s), names of vendor's employees that will be conducting services for the event, and their contact info is required (7) days before the wedding.

48 Hours Before the Event

- A list of all guest names for rehearsal, ceremony and reception for the Gatehouse for entry. Guests will not be allowed on property without written approval from the Client or the point of contact day of. It is up to the Client to:
 - o Provide an accurate and detailed list of all guests in attendance
 - o Provide a ceremony and/or reception time line.
 - o Provide a point of contact, if there is not a coordinator, with their name and contact info.

It is suggested this person is not in the event or part of it, for example, a bridesmaid. This person will be responsible for answering any questions during the event when the Client is not available.

Event Representative:

Authorized Signer: _____ Date: _____

Title of Signer (bride, etc.): _____ Event Date: _____

Flagstaff Ranch Golf Club Representative:

Authorized Signer: _____ Date: _____

Title of Signer: _____

CREDIT CARD AUTHORIZATION

I hereby certify that I am an authorized representative of the Member/Client, and that I am an authorized signor on the credit card listed below. I have the authority to authorize charges to the credit card and that the billing information is current for the credit card. I understand that 50% of the estimated total bill will be due four (4) weeks prior to the scheduled date, cancellations made anytime between the event date and (4) days prior to the event will be charged 100% of the final event cost, and that final payment is due upon the conclusion of the event. If final payment is not received on the day of the event, the credit card on file will be charged the following day. By signing below, I irrevocably authorize all deposits, payments and outstanding amounts and/or charges owed to Flagstaff Ranch Golf Club as of the date of the function, or cancellation of the function, to be charged to the following credit card:

☐ Visa ☐ MasterCard ☐ American Express

Credit Card Number: _____ CCV (Security) Code: _____

Cardholder Name: _____ Card Expiration Date: _____

Authorized Signature: _____ Date: _____