

Banquets & Meeting Policies & Fees

Thank you for choosing Copper Creek Golf Club for your special event. We believe that we have the best associates in town and they are ready to work with you to make your event all that you envision it to be. Listed below you will find our policies and fees. If you have any questions, please do not hesitate to give our Sales and Events Manager, Suzanna a call at 515-263-1600.

Policies & Fees

A \$150.00 non-refundable deposit will be required to secure the date. This will be applied towards your final bill. A credit card number is also required to book your event. Any cancellation must be made, in writing, to Copper Creek Golf Club.

Room Rental Fees:

For information on room rental fees please contact Suzanna at 515.263.1600

Copper Creek Golf Club can reserve the right to refuse rental of the banquet room. Time frames for renting the room will be enforced as the room may be utilized prior to or following your event. An additional hourly fee will be charged beyond the maximum rental times. Copper Creek Golf Club also reserves the right to require security for your event, at your expense.

Room Rental Fee Includes

- Skirted tables: buffet, DJ table, and cake table
- Standard black or white linens
- Dance floor
- One bartender Included with full bar service
- Set up and tear down of all tables and chairs
- FREE wireless internet
- Rental time up to 6 hours which includes tear down (not exceeding 12:00 am)

Additional Services Include

- Audio Visual Equipment -\$100.00 (includes wireless microphone, projector and screen)
- Colored Linens and Napkins (pricing varies depending on color, size and fabric)

If you wish to use the Audio/Visual equipment, please schedule a minimum of 2 days prior to your event with the Sales and Events Manager to review the slide show/DVD to ensure everything operates properly prior to your event.

Suzanna Sternquist - Sales and Events Manager
phone 515.263.1600

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Food and Beverage

The Iowa Liquor Commission regulates the sale and service of alcoholic beverages. Alcoholic beverages will not be distributed to those persons under the age of 21. Copper Creek Golf Club reserves the right to stop service of alcohol for any reason. Copper Creek Golf Club also reserves the right to require security for your event, at your expense.

All Food and Beverage must be purchased through Copper Creek Golf Club. Exceptions include cakes, mints and nuts. All menu items are buffet style. However a plated meal is available at an additional cost. Our buffet provides enough food for a one time through buffet. No food or beverage may be removed from the premises. All menu prices are subject to an 18% service charge and a 6% state sales tax. Menu prices are subject to change without notice. All events will be billed at pricing agreed upon at contract execution. If the event includes a tab for an open bar, payment for the open bar must be made the next business day, and will be charged to the credit card on file.

A final, guaranteed guest count is required seven (7) days prior to your event. Charges will be based on the guaranteed guest count. Payment for the event is required 72 hours in advance; personal checks will not be accepted.

Centerpieces/Decorations

- Decorations may be done through prior arrangements with the Sales and Events Manager
- Confetti and glitter may not be used
- Candles may be used as long as the flame is not exposed. Item must be shown to Sales and Events Manager prior to event
- Taping and/or tacking to the walls and/or doors is not permitted
- Event holder and vendors are required to remove items from the facility within a half an hour from the departure time or by making arrangements through the Sales and Events Manager
- It is the responsibility of the event holder for all set up of decorations, centerpieces and flowers
- Copper Creek Golf Club will not be held liable or responsible for any loss and/or damage to personal belongings. Any damages made or replacement items will be deducted from your deposit. If the amount exceeds your deposit paid, a bill for the balance will be charged to the credit card on file

Custodial fee

A \$50.00 custodial fee will be added to your final bill. The event holder is responsible for any items brought into the facility. Copper Creek Golf Club is responsible for all other clean up of the facility which would include carpet cleaning, etc.

Suzanna Sternquist - Sales and Events Manager
phone 515.263.1600