

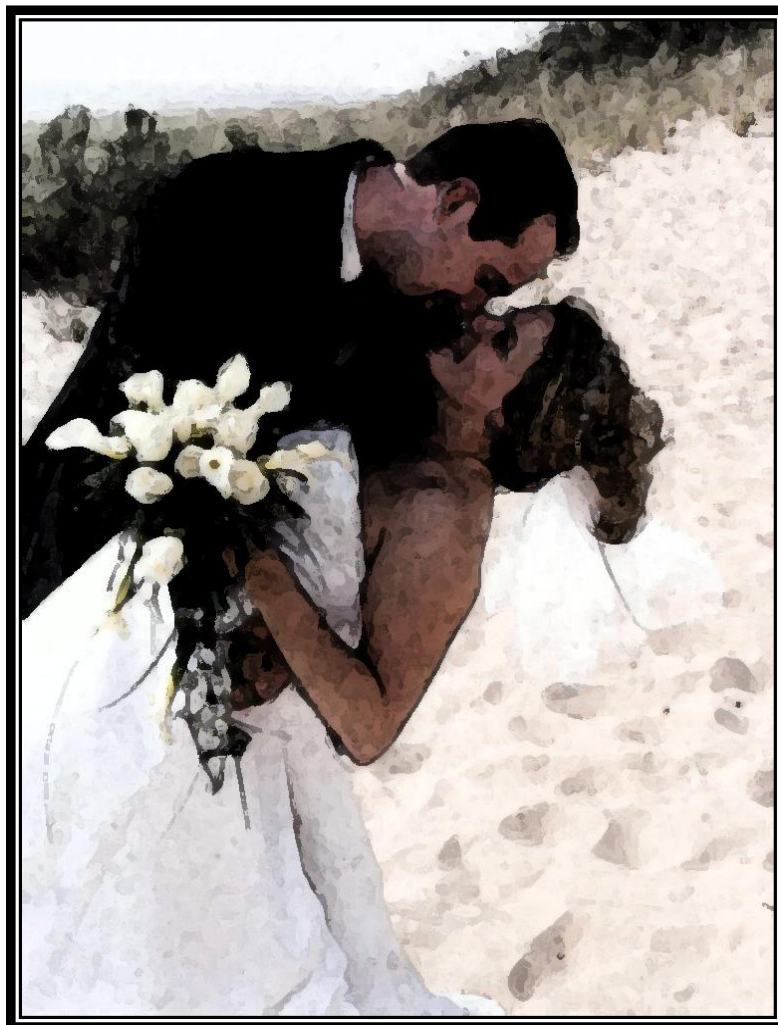


GLENEAGLE

GOLF CLUB

~HUDSONVILLE~

WEDDING GUIDE



6150 14th Avenue ❖ Hudsonville, Michigan 49426 ❖ (616) 457-8800
www.playgleneagle.com

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Introduction

The staff at Gleneagle Golf Club wishes to congratulate you on your engagement. We appreciate your interest in our facility and welcome the opportunity to be a part of your special event.

The Gleneagle Commons Banquet Facility is located in a private setting overlooking the ninth hole of the golf course. During the warmer months, there are several locations for outdoor photography. In addition, there is ample parking for your function in our fully paved parking areas.

Be assured that Gleneagle Golf Club and their exclusive caterers are eager to serve you and your guests. We will do our utmost to ensure that your wedding day will be filled with happy memories.

The Basics

A very important factor in finding the right facility is cost. The banquet facility 2011 rental fees are as follows:

Friday, Saturday, and Holidays.....	\$ 900.00
Sunday through Thursday.....	\$ 500.00

All rental fees include:

- Use of the banquet facility from 10 a.m. to Midnight
- Set-up of your individualized floor plan (tables, chairs, etc.)
- Locations for outdoor photography (Please notify golf shop staff)



A deposit of \$300.00 and a completed banquet facility agreement is needed to secure a date for the banquet facility. The deposit is non-refundable in the event of a cancellation, unless we can re-book the room with another comparable function. In this case, half of your deposit will be refunded.

Seating capacity is 200 plus the head table. Guest will be seated at five foot round tables and generally seat eight to a table. There are banquet tables available for the head table, buffet, and DJ.

Decorations **cannot be** pinned, tacked, glued, taped, or attached in any other manner to the walls, ceilings, floors, fixtures, or blinds.

The banquet facility is a **smoke free** building.

Thank you for considering Gleneagle Commons Banquet & Conference Center for your event. We appreciate your business and are certain that our facility will accommodate all of your needs.





Approved Caterers

The list below includes all caterers that Gleneagle has approved for catering at the facility. **If necessary and at your request, if you desire a company that is not on our list we will contact them and discuss adding them to our approved list.**

Adeline Leigh

616.452.1403

1132 Chicago Drive SW
Wyoming, MI 49509

www.adelineleighwedding.com

Celebrating 28 years of service! Adeline Leigh Catering has provided elegant and affordable catering for all of western Michigan since 1985. As an owner managed company, Adeline Leigh gives you that something special detail whether you are need of a catered meal serving 300 guests or a bowl of our homemade potato salad for the company potluck, one call to Adeline Leigh will take of all your needs.



Brann's

616.538.4384

25 Commerce Avenue SW Suite 50
Grand Rapids, MI 49503

www.brannscatering.com

Voted Best Caterer numerous years by Grand Rapids Magazine

Brann's Distinctive Catering has hosted thousands of events across West Michigan. We offer everything from hors d' oeuvres and gourmet party trays, to elegant plated entrees or buffets, as well as custom menus for your special event. We specialize in weddings, company celebrations, casual golf outings and barbecues.

Our experienced and professional chefs and staff will gladly help you execute every detail of your very important upcoming event. Thank you for your interest in Brann's Distinctive Catering and we look forward to hearing from you.

Signature Catering**616.633.6801**

1157 Wealthy Street Southeast
Grand Rapids, MI 49506-1544

www.cateringbysignature.com

We work hard to make your event a success. We begin by initially speaking to potential customers to gain an understanding of what the customer is looking for and expect from our company. We then meet with the customer to discuss further details, sample food, and get the customers date reserved. From start to finish our service is thorough and ensures a customer and their guests are well taken care of.

YoChef's Catering**616.608.3003**

744 1st Street NW
Grand Rapids, MI 49506-1544

www.yochefscatering.com

Whatever your need - Corporate Breakfast or lunch Meetings / Special Events / Salad and Sandwich Box Lunches for Groups Large or Small / Weddings / Hors D'oeuvres Parties / Graduations / or Private Chef service we would love to serve you. We pride ourselves in providing affordable excellence. The first ingredient in everything we do is LOVE!

We love what we do and it shows. Call YoChef's Catering today; we'll take care of everything. With YoChef's Catering you don't need to worry about a thing. Our team of highly qualified professionals will make any event a pleasure. From weddings, holiday parties, business luncheons or breakfast meetings, or anything in between. YoChef's Catering is your best choice!

All meals are prepared with a passion for perfection. Your guests will be talking about your wonderful food for days to come. Our menu has been developed over a ten-year period, with new dishes being added regularly. We serve traditional, elegant fare, with a contemporary flair in and around the Grand Rapids, MI, area!

Bar Service

Gleneagle Golf Club does not own a liquor license and requires the renter of the banquet facility to hire one of the professional beverage services listed.

Bars by Butch

616.485.2011

www.barsbybutch.com

Butch and Lou have been helping people with their beverage catering needs for Weddings, Corporate Christmas Parties, Open House Events, Birthday and Graduation Parties and many other special events for over 45 years. Service is our #1 priority. We are one of the best at what we do with many references available upon request. Our experienced bartending staff is outfitted in formal attire and is there to make your occasion a memorable one.

If you are considering a site where you are allowed to contract with your own beverage caterer we ask that you contact us for a custom quote for your event

D. Schuler's

616.538.4506

2771 44th St SW

Wyoming, MI 49519

www.dschulers.com

D. Schuler's Wine Cellars has been West Michigan's premier beverage service provider since 1972. As a fully licensed and insured company we specialize in beers, wines, liquor and cigars from around the world while simultaneously providing exceptional beverage service at an affordable price!

From weddings, holiday events, celebrations, whatever the event we can help! D. Schuler's can supply you with everything you need...including an "expert" to lead you through all your beverage selections.



DJ and Photo Booths

Bugbee's DJ Plus
www.bugbeesdjplus.com

616.560.1692

Diverse Sounds
www.diversesounds.com

616.364.3148

Event Planning Services

Jennifer Holly Events is a local, top-shelf event design firm. Specializing in weddings, anniversaries, and corporate events; Jennifer Holly will design your event with elegance, efficiency, and attention to detail. JHE is able to offer clients a full range of services/decorating, invitation design, full- or limited catering, event coordination, and consultation/referral services, to name just a few. Whether you are interested in booking one of our hand-crafted, homemade specialty bars or you just want to schedule an initial consultation and taste-test, we are always ready to custom-design your one-of-a-kind event! Check out our blog at <http://jenniferhollyevents.blogspot.com>.



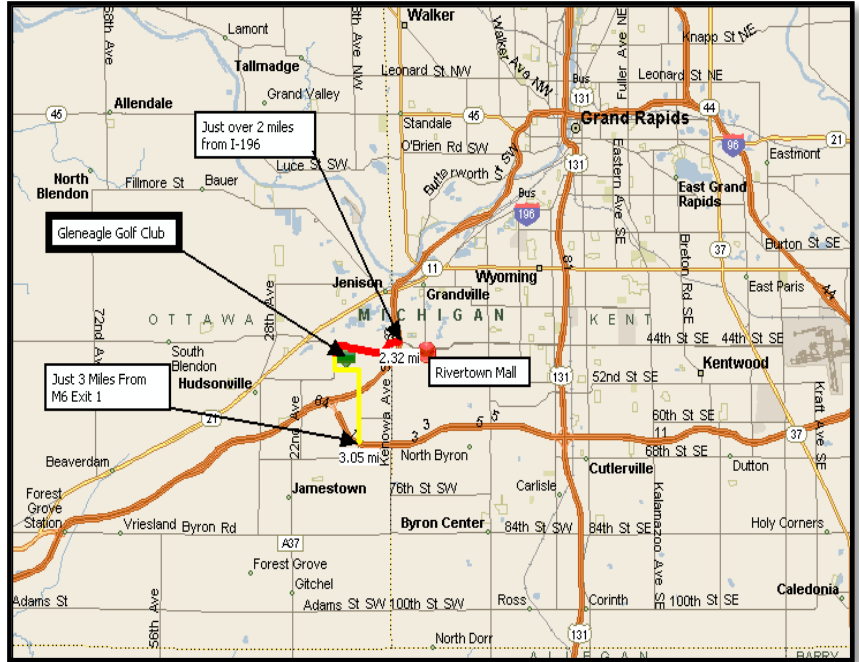
Directions

From Grand Rapids:

Follow I-196 West to 44th Street (also Rivertown Parkway) exit #67, turn right on 44th Street and travel two miles to 14th Avenue. Turn left on 14th Avenue and travel ¼ mile to Gleneagle Golf Club entrance on east side of 14th Avenue.

From Holland:

Follow I-196 East to 44th Street (also Rivertown Parkway) exit #67, turn left on 44th Street and travel two miles to 14th Avenue. Turn left on 14th Avenue and travel ¼ mile to Gleneagle Golf Club entrance on east side of 14th Avenue.



Accommodations



Quality Inn
Hudsonville
616.662.4000
qualityinn.com



HYATT
PLACE™
Hyatt Place
2150 Metro Way
Wyoming, MI 49519
616.724-1234
grandrapidsouth.place
.hyatt.com



Comfort Suites
Grandville
616.667.0733
comfortsuites.com



Amway Grand Plaza
Hotel
Grand Rapids
616.776.6450
amwaygrand.com



Holiday Inn Express
Grandville
616.532.0202
hiexpress.com

Event Planning Checklist

By no means is this an exhaustive list. These are general recommendations designed to help organize time and may be changed to suit your needs. Additional check off boxes for your convenience.

Six to eighteen months before your event:

- Select a wedding date and time.
- Make a preliminary budget.
- Determine a wedding theme or style.
- Reserve ceremony and reception location.
- Determine who will officiate the ceremony.
- Hire a wedding consultant, if using one.
- Decide on color scheme.
- Determine the size of the guest list and make sure the number matches the facility maximums.
- Start compiling guests' names and addresses.
- Select bridal attendants and groomsmen.
- Plan reception.
- Check catering facilities.
- Select a caterer.
- Select a professional photographer and/or videographer.
- Select a music source for reception.
- Select a professional florist.
- Select bride's dress, headpiece, and bridesmaid's dresses.
- Announce engagement in newspaper.
-
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Four to six months before your event:

- Shop for wedding rings.
- Make final payments for ceremony.
- Make sure all bridal attire is ordered.
- Arrange for transportation on wedding date.
- Have mothers select their dresses.
- Register at bridal registry in the towns of all appropriate families.
- Order invitations and personal stationary. (See Helpful Hints)
- Complete the guest lists and compile them in order.
- Select and reserve the men's wedding attire. (See Helpful Hints)
- Start planning the honeymoon.
- Decide where you are to live after the wedding.
- Bride begins to shop for a trousseau.
-
-

Two to four months before your event:

- Address the invitations and announcements, which should be mailed six to eight weeks before the wedding.
- Finalize all details with the caterer, photographer, florist, reception hall manager, musicians, etc.
- Order wedding cake, if not supplied by caterer.
- Finalize ceremony details with officiant.
- Arrange rehearsal and rehearsal dinner.
- Plan bridesmaids' luncheon.
- Make appointments with hairdresser.
- Arrange accommodations for out-of-town attendants, guests, and family members.
- Finalize honeymoon plans.
- Get passport completed and/or renewed, if needed.
-
-

One month before your event:

- Have final fitting for bride and attendants' gowns.
- Have formal bridal portrait done.
- Complete all physical or dental appointments.
- Get blood test and marriage license. (See Helpful Hints)
- Purchase gifts for attendants.
- Purchase gifts for new spouse, if gifts are exchanged.
- Have bridesmaids' luncheon.
- Decide on/purchase going-away gift.
- Keep careful record of all gifts received.
- Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, guest book, etc.
- Select person to handle guest book.
-
-

Two weeks before your event:

- Make final payment to hosting facilities.
- Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts: make a will.
- Prepare wedding announcement for newspaper.
- Reconfirm accommodations for out-of-town guests.
- Arrange to have possessions and gifts delivered to new home, if moving.
- Finish addressing announcements to be mailed on the wedding day.
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One week before your event:

- Contact guest who have not responded.
- Give final count to caterer (check requirements) and review details.
- Go over final details with all professional services you have engaged and inform them of any changes.
- Give photographer and videographer a list of shots you want.
- Plans toasts for reception to include family members, children, etc.
- Plan seating arrangements.
- Plan line-up for the receiving line.
- Arrange for someone to assist with last minute errands and to help bride dress.
- Pack for honeymoon.
- Make sure your have marriage license.
- Check that you have the wedding rings.
- Make sure all wedding attire is picked up and fits.
-
-

On the wedding day:

- ❑ Bride should have hair, nails, and makeup done at least three to four hours before the ceremony. Start dressing one to 1 ½ hours before the ceremony; the bridal party should be ready two hours before the ceremony.
- ❑ Schedule the music to start 30 minutes before the ceremony. Five minutes before the ceremony, have the groom's parents seated. Immediately before the processional, the bride's mother is seated and the aisle runner is rolled out.
- ❑
- ❑

After the wedding:

- ❑ Send an announcement and wedding picture to newspapers.
- ❑ Mail announcements.
- ❑ Write and mail thank-you notes.

Helpful Hints

The License

In Ottawa and Kent County, the prospective bride or groom must apply in person at the county clerk's office. In addition, if you are a Michigan resident, apply in the county where one of you lives; you can marry in any Michigan county. For out-of-state applicants, you must apply in the county where you will be married. Remember:

- \$20.00 resident fee that must be paid when you apply for your license.
- Take both applicants proof of ID and age. (Certified birth certificate, driver's license, or state ID.)
- If the bride or groom has been married before you must provide a divorce decree.
- License is only good for 30 days from the date on application.
- There is a three-day waiting period for all marriage licenses.

Kent County Administration
Building
300 Monroe Avenue NW
Grand Rapids, MI 49503
616.336.3550

Ottawa County Clerks Office
414 Washington
Grand Haven, MI 49503
616.846.8310

Call your respective County Clerks office and review with them the materials you need to present.

The Name Game

If there is not enough for the bride to do she needs to think about her last name, whether to use her husband's last name, maiden name, or combination of both. Some women don't give a second thought to changing their name while others for various reasons (usually professional) prefer to keep their maiden name. If you change your name legally, you should complete the paperwork immediately after your return from your honeymoon. The following are some places you need to change your name:

- Auto registration
- Bank accounts/stock/retirement accounts
- Home, life, auto insurance
- Credit cards/credit agency
- Deeds/property titles
- Doctor/dentist
- Driver's license/voter registration
- Employer payroll/human resources
- IRS/social security
- Magazines
- Passport
- Post office
- Alumni associations

Flowers

All the most popular flowers are associated with some noble or desirable quality. The list below includes some favorite wedding flowers and their special meanings:

- Apple blossoms – good fortune
- Baby's breath – pure heart
- Blue violet – faithfulness
- Bluebell – constancy
- Carnation – distinction
- Chrysanthemum – friendship
- Daffodil – joy
- Daisy – loyalty
- Forget-me-not – true love
- Forsythia – anticipation
- Gardenia – joy
- Gladiolus – generosity
- Iris – wisdom
- Ivy – fidelity
- Lily – purity and innocence
- Lily of the valley – happiness
- Magnolia – nobility
- Orange blossom – purity and fertility
- Orchid – beauty
- Peony – happiness
- Rose – deep love
- Stephanotis – happiness in marriage
- Sweet pea – delicate pleasures
- White daisy – innocence
- Zinnia - goodness

Invitation Etiquette

Back in the day, invitations followed a standard wording pattern (see I). Nowadays blended families, single parent households, and couples themselves are sponsoring weddings. Hopefully, these samples will help with your planning. In addition, remember the following:



- Choose an invitation that reflects the tone of your event – formal, casual, trendy, traditional.
- Religious ceremonies use the wording “honor of your presence.”
- Civil ceremonies use the wording “pleasure of your company.”
- Order your invitations four to five months before the wedding date.
- Order at least 25 extra invitations.
- Mail invitations six to eight weeks prior to the wedding date.
- Have your post office weigh a finished invitation so you can be sure you have the correct postage applied.

I. Just the bride’s parents.

Mr. And Mrs. Bride’s Parents Name
request the pleasure of your
company at the marriage of their daughter
Blush Ing Bride
to
Grand Er Groom
Saturday the fifth of December
two thousand and eleven
at seven o’clock in the evening
Ceremony site
Site address
City, State

II. Both sets of parents.

or

Together with their parents
Blush Ing Bride
and
Grand Er Groom
request the honor of your
presence
at their marriage
on December five,
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

Mr. and Mrs. Bride's Parents Name
And
Mr. and Mrs. Groom's Parents Name
Request the pleasure of your company
At the marriage of their children
Blush Ing Bride
and
Grand Er Groom
Saturday the fifth of December
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

III. Parents and stepparents.

The parents of
Blush Ing Bride and Grand Er Groom
Request the honor of your presence
At the marriage of their children
on December five,
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

Mr. And Mrs. Bride's Name
Mr. And Mrs. Groom's Mother and
Stepfather's Name
Mr. And Mrs. Groom's Father and
Stepmother's Name

IV. Single parent who raised the
bride or remarried parent.

Mr. Bride's father
(or Mr. And Mrs. Robert Newwife)
request(s) the pleasure of your company
at the marriage of his daughter
Blush Ing Bride
To Grand Er Groom
Saturday the fifth of December
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

V. Divorced parents on friendly terms.

Mary Ann Brides Mother
and
John Joseph Bride's Father
request the honor of your presence
at the marriage of their daughter
Blush Ing Bride
to Grand Er Groom
Saturday the fifth of December
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

VI. Couple hosting their own wedding.

Because you have shared
in our lives
by your friendship and love
we invite you to share
in the joy of our marriage
Saturday the fifth of December
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

Blush Ing Bride
Grand Er Groom

Blush Ing Bride
and
Grand Er Groom
invite you to join them
as they begin their new life
together on
Saturday the fifth of December
two thousand and eleven
at seven o'clock in the evening
Ceremony site
Site address
City, State

It's The Little Things

Here are some suggestions from a helpful website called LifeTips.com. The site covers many articles on every aspect of wedding planning:

Newspaper announcements

If you want to announce your wedding in the local newspaper, keep in mind:

- Ask whether there is a form for you to fill out.
- Type or print your information neatly.
- Be sure to give information such as your wedding date, wedding location, the bride's maiden name, your parents' names and where they live, and where you will live when you are married.
- If the announcement can be lengthy you might include the names of your bridesmaids and their cities of residence.
- Include your honeymoon destination.
- Add information such as where you each grew up, where you went to school, and place of employment or business.
- Be sure to include your contact information.
- Ask the paper what kind of photograph they prefer, and be sure to write your name and address on the back.

A bridal survival kit

Make sure you're prepared for emergencies on the big day. Take along a bag with such items as band-aids, clear nail polish, needle and thread, aspirin, and extra pair of hose, and other things that might be helpful in an emergency.

An easy stress-buster

When you feel unnerved by planning your wedding, try sitting down with a glass of something good to drink and some soft music. Put your feet up and just relax. Close your eyes and clear your mind. Just thinking about nothing can be the best stress reducer you can find.

Dinner extras

Try adding one of the following touches:

- Have waiters circulate during dinner to offer grated cheese or ground pepper.
- Have a cappuccino/espresso bar.
- Have a sundae bar/cotton candy machine or theater style popcorn popper.
- Have the wait staff hand out glasses of champagne to guests as they arrive.

A well-fed band/DJ is a happy band/DJ

Ask your caterer to set up a simple cold buffet for the band/DJ accessible to them all night. They won't be at the mercy of the caterer, and your guests are not at the mercy of the band/DJ's stomachs.



6150 14th Avenue
Hudsonville, MI 49426
(616) 457-8800

BANQUET FACILITY AGREEMENT

Gleneagle Golf Club and _____(Renter) enter into this agreement on the terms and conditions listed below. Gleneagle agrees to provide the room and standard set up for the date below and the Renter agrees to the terms and conditions listed below:

Renters may enter the facility at 10:00 A.M. the day of the rental. The banquet room must be cleaned and vacated by 12:00 Midnight by all parties (including DJ). ____ *Initialed*

Decorations may be taped or pinned to table clothes. Decorations **cannot** be pinned, thumbtacked, glued, or attached in any other manner to walls, ceilings, floors, fixtures, or blinds. ____ *Initialed*

The banquet room is a smoke free building.

The renter assumes all liability for any alcoholic beverages served. Gleneagle Golf Club requires the renter to: (1) utilize the list of approved professional beverage services in the event that alcoholic beverages may be consumed at the renters private event; ____ *Initialed* (2) utilize the list of approved caterers for all food service. ____ *Initialed*

The renter assumes all responsibility and liability for the injury to any person in attendance to your event or damage done to the building or property and is not responsible for lost items or items left overnight.

Deposit: A deposit of \$ _____ is due upon the completion of the banquet facility agreement. The deposit confirms your date and is held in addition to the room rental as a cleaning, damage, and cancellation deposit. Upon request, deposits are refundable after the rental date barring any cleaning, damage, and/or failed agreement criteria that may have occurred for the event above.

Cancellations: Deposits are non-refundable unless Gleneagle can rebook the room with another comparable function, in this case, half of the deposit will be refunded. Changing the date of rental is considered to be a cancellation. In the event of a date change, Gleneagle will attempt to rebook the room with another comparable function and the full deposit will be refunded.

Date Of Room Rental Reservation: _____
(Day) (Date) (Year)

Full Room Rental of \$ _____ is due 14 days before the date reserved.

Attendance: _____ Event Type: _____

I understand and agree to the conditions above and have received my cleaning guidelines document:

Deposit Received: \$ _____ Signed: _____(Renter)

Check # _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____

GLENEAGLE GOLF CLUB
BANQUET FACILITY SET-UP

Rental Date: _____ Renter's Name: _____

Requested Time In: _____ Event Catered by: _____ Beverage Service by: _____
(Mandatory for Alcohol)

Number of guests attending: _____ Type of Meal: Buffet / Serviced Number of Buffet Tables: _____

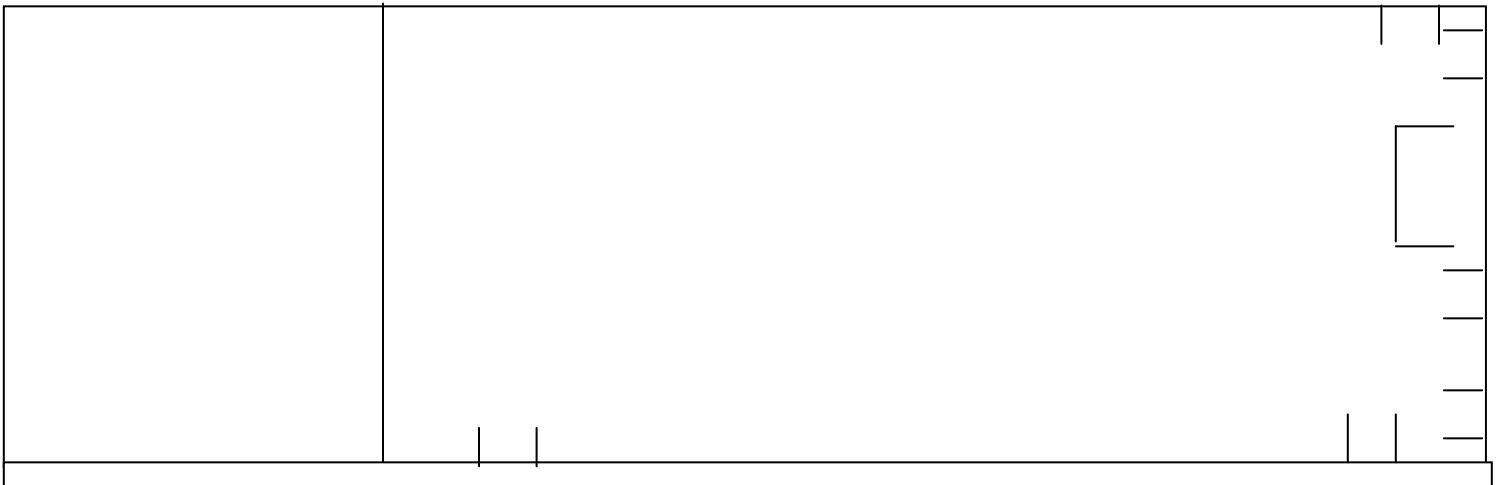
Number of people at head table: _____ Number of tables for head table (seats 4 per table): _____

Number of 5 foot round seating tables: _____ Number of guests at a table: _____

Cake (Must go on dance floor or use drop cloth for carpet)

Other Requests:

Dance Floor (D.J. and Cake Table)	25-5' round tables available.
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Cleaning Guidelines

The below list is a minimum guideline and must be completed, deposit return is not limited to the following:

Holding Kitchen

All items and spills must be removed from the refrigerators.

All items and spills must be removed from the shelving and countertop.

All items and spills must be wiped from floor.

All waste must be removed from sink and plumbing.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

Bathrooms

All items and spills must be removed from the floor.

All waste must be removed from the exterior of the toilets.

All waste must be removed from plumbing that may cause damage.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

Seating Area

All waste, decorations, and spills must be removed from tabletops and chairs.

All waste, spills, ground in food, cake, dinner mints, etc. must be removed from carpet. ***If the cake table is located on the carpeted area a drop cloth must be used.***

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

Dance Floor

All waste and spills removed from floor.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

Bar Area

All waste and spills removed from area.

All waste and spills removed from wall and counter area.

If keg unit is used, overflow pan and bottle must be emptied and rinsed.

All waste must be disposed of in the waste receptacles located on the north side of the parking lot.

Outside the Building and Parking Lot

All waste, broken glass, cans, and spills removed from area.

The hall must be vacated by 12:00 Midnight and when you leave:

All doors and windows must be shut and locked.

All lights and fans must be turned off.

Make sure all waste from all areas above is placed in the waste receptacles located on the north side of the parking lot.

_____ *Initials – I have read and understand the cleaning guidelines. In addition, I understand that this list is merely a guideline and does not include every item for deposit return. The facility should be returned to the original condition at which you arrived.*

