

Catering Policies

Hall Rental Pricing (Basic)

Basic Hall rental is \$500.00. (Due at the time of booking) This includes: Hall all day, Tables and Chairs. All set up and clean up is the responsibility of the renting party.

Hall Rental Pricing (Premier)

Premier Hall Rental is \$1000.00 (Due at the time of booking) This Includes: Hall all day, Tables, Chairs, White Linens, China, Flatware, Stemware, Set up* and Clean up*.

Hall Rental Pricing (If Catered by Fox Den Grill)

This Includes: Hall all day, Tables, Chairs, White Linens, China, Flatware, Stemware, Set up* and Clean up*. Two servers for your event and of course our Chef will do all the cooking.

*If the Catered portion of your event reaches \$2500 the Hall Rental is FREE!

* If the Catered portion of your event is less than \$2500 then the Hall Rental is \$500.

Starting and Finishing Times

You will have access to the room starting at 7am the day of the event and must be concluded, hall clean and vacated by 1am. For each hour after 1am there will be a fee of \$100 per hour. (\$100 minimum)

Reservation Deposit

All reservations are considered tentative until both a \$500.00 **non-refundable deposit** and a signed contract have been received and accepted by the Banquet Manager.

Damage Deposit

A \$500.00 damage deposit is required at the time you reserve the hall. If there is no damage to the facility or its property the damage deposit will be refunded within 7 business days of the conclusion of your event. The signee is financially responsible for any damage done to the facility by any guests who attend the event at the West Seattle Golf Course as well as any missing property.



Decorations and Facility

You must get permission from the Banquet Manager before using any tape, nails or tacks. Our Facility is over 70 years old and has limited heat and no air conditioning. It also limited in its electrical capacity. The use of glitter, confetti, bird seed or rice is not allowed, the use of these will forfeit your damage deposit. All floral arrangements need to be in a finished state. Removal of all decorations, equipment and floral arrangements is the responsibility of the host immediately following the event.

Menu and Entree Selection

The Banquet Manager will work with you to finalize your menu selections and a final head count no later than 14 days prior to your event. At which time 100% of the set invoice is due. This number is considered a guarantee, not subject to reduction and is the minimum number for which you will be charged. If no guarantee is received within this period you will be charged on the number of persons estimated on your banquet contract. All menu items are priced for a Buffet style dinner.

Cake Cutting and Service

We will cut and serve your cake on your special day. A service charge of \$100 will be added to your bill.

Outside Alcohol

Washington State Law and West Seattle Golf Course do not allow any 'outside alcohol' to be brought on-site. All alcohol must be purchased and served by West Seattle GC staff who are Washington State Mandatory Alcohol Server Trained.

Outside Caterers

Any outside catering services must be 100% self sufficient. At no time will our kitchen area be made available to contracted catering vendors.



Beverage Service (see beverage menu)

We will work with you to find a beverage service option that will best suit the event. We offer three types of bar service:

Hosted Bar

The hosted bar will be computed on the amount of drinks consumed (each cocktail, beer or glass of wine)
A food and beverage service charge and applicable taxes will be added to the bill.

No Host Bar

All cocktails, beer and wines will be sold on a cash basis.

Self Service

Includes a portable Bar with a Keg of Draft Beer \$550 will be added to the catering bill.

