



Golf & Country Club

Twin Lakes Golf & Country Club

3583 SW 320th Street

Federal Way, WA 98023

TWIN LAKES GOLF & COUNTRY CLUB BANQUET INFORMATION

*Thank you for considering Twin Lakes Golf and Country Club for your event.
We hope that you will find this information helpful in planning your event.*

Food Service

Please see the banquet menu information for food choices. If you do not see what you are looking for let us know and we are happy to custom a menu for you. All food items are required to be left on property with the exception of a Bride & Groom basket that has been prearranged. All food service must be supplied by the Club with the exception of the wedding cake. There is a \$15.00 per person minimum for food service and a \$3000 food minimum on Saturday nights June through August.

Beverage Service

As a full beverage service facility we are happy to help you with your beverage choices. Bartenders are included in the cost unless a no-host bar is provided and does not meet the minimum sales requirement of \$75.00 per hour. A \$20.00 per hour charge will then be applicable.

Open Bar ~ \$4.00 - \$8.00 per drink

Champagne Punch ~ \$150.00 per bowl (approximately 5 gallons)

Domestic Beer Kegs ~ \$200.00 - \$250.00

Import or Micro Beer Kegs ~ \$250.00 and up

House Wine & Champagne ~ \$17.00 – \$20.00

We are happy to provide pricing for upper tiered wines.

Corkage Fee

Wine or Champagne in a 750 ml bottle ~ \$8.00 per bottle

Guests must supply a Washington State Banquet Permit for club to allow outside alcohol to be placed on premises. Guest's alcohol must also be served by club Staff.

If you provide your own we are not able to supply additional alcohol to your party if you do not supply enough.

Decorating

The club will decorate for your reception at the request of the host. All decorations will be furnished by host. The club will not allow anything to be hung on the walls. The use of tape, tacks, pins or nails is strictly prohibited. All decorations and decorating must be approved by club management.

Hanging of any light weight items from the ceiling (8 hooks total on each side) will incur an additional \$100 charge.

Service Charge

All events are subject to a 18% service charge. This charge is also subject to state sales tax.

State Sales Tax

All food and beverage items are subject to a state sales tax of 9.5%. All non- food and beverage items are subject to a state sales tax of 9.0%.

Guarantee Counts

The final guarantee count is due three days (72 hours) prior to your event. This is the count that billing will be based on unless the number of attendees is greater than the guarantee; in that case the greater number will be the billing count.

Function Contracts

Once details of your event (minimum of 2 weeks prior) are established a function contract with those details will be completed and a signature required confirming the details are correct.

Payment Policy

Once your contract is signed, a \$500, non-refundable deposit is due and will be applied towards the final payment. Another \$1000 non-refundable deposit is due six months prior to your event date. Payment of 90% of your estimated charges are due 10 days prior to your event, and final guest counts three business days (72 hours) are due prior to your event.