

Par 4 Resort

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Events & Meetings



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WELCOME

Events & Meetings Done Right

Thank you for considering Par 4 Resort for your meeting & event needs. We are committed to your vision and we work hard to ensure that your meeting or event goes exactly as planned.

Our amenities can accommodate small, intimate groups and large groups with the same attention to detail and experience for everyone.



We offer many configurations as well as audio/video equipment to help set the stage for your event or meeting. Complimentary secured Wi-Fi is also available so that you can stay connected.

On behalf of the owners and staff, welcome to Par 4 Resort and the Waupaca Convention Center. It is our pleasure to assist you every step of the way.

Sales/Event Manager

Event Space

SPACE NAME	GUEST MAXIMUM
Salon A	80
Salon B	80
Salon C	80
Salon AB	180
Salon BC	180
Grand Ballroom	350
Fairway Room	72
White House Tent	225
Lounge	60
Legend's Room	30

Deposits & Payments

All deposits for space rentals are due at the signing of the Catering Sales Event Agreement. All deposits will be applied to your event total. All deposits are non-refundable and are for the booked date on the Agreement. Full payment is due 10 business days prior to event.

Service Charge & Sales Tax

An 18% service charge and 5.5% state sales tax will be applied to food and beverage costs. All items subject to 5.5% state sales tax. Wisconsin state law states that the service charge is subject to sales tax.

Cancellations

In the event of a cancellation, all deposits are non-refundable. Notice of cancellation five (5) business days before the event will require that all charges (including labor & service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional charges may be owed for cancellations of any sleeping rooms with Comfort Suites at Par 4 Resort.

Policies & Information

Pricing

Par 4 Resort makes every effort to maintain pricing; however, there may be increases in prices due to unforeseen changes in market conditions at the time of your event. We require written confirmation that you agree to any pricing changes prior to your event and alternatively, we may, in such event, make reasonable substitutions in menus that we will also require written confirmation that you agree to any substitutions.

Seating Arrangements

Guest seating is at the discretion of the host and subject to availability of the venue. Guests may be seated at ½ rounds of 5 or 6, rounds of 8, 8-foot tables or 6-foot tables in either conference, classroom, open U-shaped or banquet style layouts. Your event coordinator will work with you to find the floor layout that will best fit your needs.

Guest Rooms & Hospitality Suites

Discounted sleeping room rates are available to your guests at the Comfort Suites Par 4 Resort. Rates will vary by season and day/date. Please check with the hotel for availability and pricing if you are interested in reserving guest rooms or hospitality suites for your out-of-town guests.

Entertainment

Musicians, DJs and any other live entertainment are booked exclusively by the client and are the client's sole responsibility. All entertainment is subject to prior approval by the venue at least 5 business days prior to the event.

All entertainment must conclude by 12:00am in the tent facility and by 1:00am in all other facilities.

Live music is allowed; however, live music is NOT allowed in the tent facility. Bands and other live entertainment are required to set up any equipment prior to the start time of the event. It is the client's sole responsibility to make sure all entertainers are aware of this policy.



Lost & Found

The Waupaca Conference Center and Par 4 Resort cannot be held responsible for damage or loss of any articles or merchandise left, or items left unattended for any amount of time, at the facility prior to or following your event.

The venue does request that you assign a representative to gather any items at the end of the event.

Children's Pricing

Children under 10 years old that will have the same menu items as adults are charged at ½ the pricing of the adult meal.

Children under 10 years old can opt for a children's meal:

- Chicken Tenders & French fries \$10/child

Children under 4 years old are counted in the over-all guaranteed count; however, there is no charge for food for this age group.

Rental Equipment

Par 4 Resort can provide rental equipment to enhance your event experience.

ITEM
Projection Screen (in-ceiling or portable)
LCD Projector (in-ceiling or portable)
Laptop & Wireless Mouse
Wireless Clicker Remote
Wireless Mouse
Flipchart stand
Easel
Staging & Stairs
PA System (corded or wireless)
Microphone (handheld wireless)
Microphone (lapel or over-ear)

Breakfast Menus

Plated Breakfast

- **Denver Breakfast**

Scrambled eggs with diced ham, sautéed onion & green peppers served with white or wheat toast

- **Rise & Shine Breakfast**

Scrambled eggs with pancakes, fruit garnish & choice of bacon or sausage links

Breakfast Buffets

- **Heartland Buffet**

Scrambled eggs, pancakes, bacon, sausage links, breakfast potatoes, seasonal fresh fruit, assorted yogurt, assorted pastries & assorted muffins

- **Wisconsin Buffet**

Scrambled eggs, French toast, bacon, breakfast potatoes & seasonal fresh fruit



Lunch Menus

Salads & Sandwiches

Lunch menu items are served with water & choice of lemonade or iced tea.

- **Chef's Salad**

Julienne smoked ham, turkey breast, Swiss & Cheddar cheeses on fresh mixed greens with eggs, tomato & croutons, served with choice of dressing

- **Cobb Salad with Chicken**

Chopped greens topped with diced chicken, crumbled bacon, eggs, avocado, tomatoes, onions & Cheddar Jack cheese, served with choice of dressing

- **Chicken Caesar Salad**

Grilled, marinated chicken strips served on Romaine lettuce topped with croutons, Parmesan cheese & Classic Caesar dressing

- **Chicken Caesar Wrap**

Grilled chicken strips, Romaine lettuce, Parmesan cheese & Caesar dressing wrapped in a flour tortilla served with fresh seasonal fruit

- **French Dip Sandwich**

Tender sliced beef on Hoagie roll, served with Au jus and red-skin potato salad

- **Almond Chicken Salad Croissants**

Diced chicken with almonds, celery & grapes on a croissant roll served with seasonal fresh fruit

- **Submarine Sandwich**

Layered turkey, ham & salami with Provolone & Cheddar cheeses, lettuce & tomato on a Hoagie roll served with a cup of soup

- **Chicken Sandwich**

Grilled, marinated chicken breast on a fresh roll topped with Cheddar cheese, lettuce, tomato & mayonnaise served with red-skin potato salad

- **Soup & Sandwich Combo**

Turkey or ham slices topped with lettuce & tomato on a fresh roll served with a cup of soup

- **Ham & Cheese Sandwich**

Honey-smoked ham & Swiss cheese on a fresh roll served with seasonal fruit

- **Boxed Lunch To-Go**

- **½ Sandwich Option | Full Sandwich**

Ham or turkey slices on a Hoagie roll topped with lettuce & tomato (condiment packets included), bag of chips, whole fruit & a fresh baked cookie

Plated Luncheons

All plated lunches include your choice of a tossed garden salad or Caesar salad, lemonade or iced tea & dinner rolls with butter.

- **Chicken Fettuccini Alfredo**

Traditional Alfredo sauce with Parmesan cheese, garlic, butter & cream served over fettuccini, topped with grilled chicken, and served with a side of vegetables

- **Pork Medallions Dijon**

Two pork medallions, grilled with roasted garlic & topped with a Dijon mustard sauce, served with parsley buttered red potatoes & vegetables

- **Chicken Supreme**

Oven-baked chicken breasts topped with a mushroom cream sauce, served with parsley buttered red potatoes & vegetables

- **Vegetable Stir-Fry**

Fresh vegetables sautéed in olive oil & garlic topped with Parmesan cheese & served over rice





Buffet Luncheons

All buffet lunches are served with choice of lemonade or iced tea.

- **Taste of the South Buffet**

Slow-roasted BBQ Ribs, baked chicken, potato salad, baked beans, sweet corn, coleslaw & seasonal fresh fruit

- **Party on the Patio Buffet**

Hamburgers, chicken breast, brats OR hot dogs, cheese, lettuce, tomatoes, onions, buns assorted condiments, potato salad, baked beans & seasonal fresh fruit

- **Pizza Buffet**

Assorted one-topping 16" pizzas, Caesar Salad, garlic bread, chicken wings, Ranch & Bleu Cheese

- **Deli Luncheon Buffet**

Sliced salami, ham & turkey breast, American, Swiss & Cheddar cheeses, assorted rolls & breads, condiments, seasonal fresh fruit, soup

- **Little Italy Buffet (Add Assorted one-topping 16" pizzas +\$2/person)**

Pasta, Italian meatballs, marinara sauce, cheese tortellini with Alfredo sauce, Caesar salad & breadsticks

- **Mexican Buffet**

Hard and soft-shell tortillas, shredded chicken, seasoned ground beef, refried beans, seasoned rice, lettuce, tomatoes, black olives, onions, shredded cheese, sour cream & salsa

- **Hot Sandwich Buffet**

Choose 2: Sliced ham, French dip, shredded turkey, sloppy joes, shredded pork, shredded chicken with assorted rolls & condiments, garden greens & house dressings and seasonal fresh fruit

- **The Country Buffet**

Oven-roasted chicken, mashed potatoes & gravy, stuffing, steamed vegetables, garden greens & house dressings, dinner rolls & butter

- **Baked Potato Buffet**

Baked white & sweet potatoes, tomatoes, onions, chopped ham, steamed broccoli, crumbled bacon, shredded cheese, chili, nacho cheese sauce, salsa, butter, sour cream & brown sugar

Dinner Menus

Plated Dinners

All plated options include choice of tossed garden salad & house dressings OR Caesar salad; steamed vegetable & dinner rolls with butter.

- **Tenderloin & Shrimp**

8 oz. tenderloin filet prepared to medium & a skewer of sautéed shrimp with garlic mashed potatoes

- **Ribeye Steak**

Ribeye steak prepared medium, topped with sautéed mushrooms served with baked potato & sour cream

- **Broiled Atlantic Salmon**

Herb buttered salmon, broiled & served with garlic mashed potatoes

- **Vegetarian Ravioli**

Mushroom OR squash-filled ravioli tossed in garlic cream sauce with sun-dried tomatoes, basil, and Asiago Parmesan cheeses

- **Roasted Pork Loin**

Andouille-stuffed pork loin served with parsley buttered red potatoes

- **Stuffing Chicken Breast**

Boneless, skinless chicken breast served over stuffing & gravy served with garlic mashed potatoes

- **Roast Sirloin of Beef**

Sliced roasted sirloin & red wine mushroom sauce with garlic mashed potatoes



2 & 3-Entrée Buffets & Family-style Meals

All meals are served with steamed vegetables (buttered corn, green beans or vegetable medley), dinner rolls & butter

- 2-entrée Buffet | 3-entrée Buffet
- 2-entrée Family-style | 3-entrée Family-style

Salad (choose one)

Seven-layer Salad | Tossed Garden Salad & House Dressings | Coleslaw

Entrée Options

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (chicken breast topped with ham, asparagus & garlic cream sauce) | Chicken Cordon Bleu | Chicken Kiev | Stuffing
Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin with Red Wine Mushroom Sauce | Andouille Pork Loin | Door County Cherry Pork Loin | Baked Ham | Baked Haddock with White Wine Butter | Prime Rib (add +\$5/person)

Side Selections (choose one)

Garlic Mashed Potatoes (with or without gravy) | Baked Potatoes | Parsley Buttered Red Potatoes | Wild Rice

Vegetable Upgrades

Honey-glazed Baby Carrots (+\$1.50/person) | Steamed Asparagus (+\$1.50/person)

Carving Stations

One entrée above & one carving station (+\$3/person) | Two entrées above & one carving station (+\$5/person)

Carvings stations:

- Hot or cold Ham with assorted buns & condiments
- Roasted Sirloin of Beef with assorted buns & condiments
- Turkey with assorted buns & condiments
- Prime Rib with assorted buns & condiments

Hors D'Oeuvres & Snack Menus

Hors D'Oeuvres Dinner Buffets

- **First Things First**

Chicken wings, Swedish meatballs, fresh vegetables & dip, domestic cheese & sausage tray with crackers, fresh seasonal fruit & dip

- **Wisconsin Starter Buffet**

Chicken wings, BBQ cocktail sausages, Swedish meatballs, deviled eggs, fresh vegetables & dip, domestic cheese & sausage tray with crackers, fresh seasonal fruit & dip

- **Crème de la Crème Buffet**

Chicken & pineapple satay, Swedish meatballs, cocktail shrimp, spinach artichoke dip & pita chips, domestic cheese & sausage tray with crackers, fresh seasonal fruit & dip

Cold Hors D'Oeuvres

All the below items are ordered by the 'platter' and ½ orders are allowed with prior notice. Serving sizes are approximates based on minimum per person guidelines unless otherwise stated.

ITEM	SERVINGS
Jumbo Shrimp Cocktail	12 pcs
Fresh Vegetable Tray & Ranch Dip	Serves 25
Fresh Seasonal Fruit Tray & Dip	Serves 40
Taco Dip & Tortilla Chips	Serves 40
Beer Dip & Tortilla Chips OR Pretzels	Serves 40
Deviled Eggs	Serves 40
Domestic Cheese & Sausage Tray with Crackers	Serves 40
Smoked Salmon and Crackers	6 lb. average

Hot Hors D'Oeuvres

All the below items are ordered by the 'platter' and ½ orders are allowed with prior notice. Serving sizes are approximates based on minimum per person guidelines unless otherwise stated.

ITEM	SERVINGS
Swedish OR BBQ Meatballs	Serves 40
Tomato-Basil Bruschetta	Serves 25
Chicken Wings (BBQ, Mild or Teriyaki)	Serves 40
Oriental Egg Rolls	50 pieces
Chicken Pot Stickers	50 pieces
Stuffed Mushrooms (Crab, Sausage or Vegetable)	Serves 50
Spinach Artichoke Dip & Pita Bread	Serves 40
Chicken & Pineapple Satay	50 pieces
BBQ Cocktail Sausages	Serves 40
16" One-topping Pizza	Serves 6

Snacks

ITEM	SERVINGS
Assorted Cookies	Per Dozen
Assorted Bars	Per Dozen
Bagels with Cream Cheese	Per Dozen
Dry Roasted Peanuts	Per Pound (serves 5 - 10)
Mixed Nuts	Per Pound (serves 5 - 10)
Party Mix	Per Pound (serves 5 - 10)
Trail Mix	Per Pound (serves 5 - 10)
Pretzels	Per Pound (serves 5 - 10)
Popcorn	Per Pound (serves 8 - 10)
Assorted Yogurt	Each
Granola Bars	Each
Candy Bars	Each
Whole Fruit	Each
Silver Dollar Sandwiches	Per Dozen

Snack Packages & Desserts

Snack Packages

ITEM	DESCRIPTION
Lite & Healthy	Assorted yogurt Granola Bars Fresh Seasonal Fruit Tray
Fruit & Cheese	Fresh Seasonal Fruit Tray Domestic Cheese & Sausage Tray Gourmet breads & crackers Dips
Fresh from the Oven	Assorted bars & cookies Pitchers of milk

Desserts

We offer an assortment of cheesecakes, specialty bars & custom cakes. This selection changes seasonally. Please see your event coordinator for current selections and pricing.

Beverages

From the Bar

We offer a large selection of specialty cocktails and wines. Please see your event coordinator for current selections and pricings.

Non-Alcoholic Options

- **Bottled Beverages**

Can be charged based on consumption. We offer Pepsi products, bottled water & bottled Gatorade.

- **Fruit Punch**

House-made mix of juices & clear soda

- **Fruit Juices**

Cranberry, Apple, or Orange juice

- **Coffee (serves approx. 50 cups)**

Regular & decaffeinated coffee served with creamer, sugar, sugar substitutes, stir sticks & beverage napkins

- **Fountain Soda or person unlimited based on guaranteed count**

Assorted Pepsi products including lemonade, root beer & iced tea