

# Wedding Packages



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# Welcome

Welcome to Par 4 Resort in beautiful Waupaca, Wisconsin

Walk around our venue and see the incredible views and the breathtaking photo opportunities and you will know you are at the perfect venue for your event.

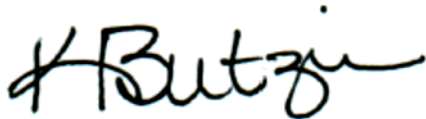
At Par 4 Resort, we are committed to providing an enjoyable and memorable experience for every guest!



Don't  
call it  
a dream  
call it  
a plan

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

On behalf of the owners and staff, welcome to Par 4 Resort and the Waupaca Convention Center. It is our pleasure to help make your event dream a reality.



*Sales/Event Manager*

# Event Space

Rates for single space rental only. Additional fees will apply to rent entire facility! Please see Event Coordinator for holiday pricing.

Space Name	Guest Maximum
Salon B	200
Gazebo**	200
On-Course***	200
Fairway Room****	200
Grand Ballroom*	400
Fairway Room	75
White House Tent**	225

All event spaces are non-smoking. Tape, tacks, and nails are not allowed to be used to secure items to any surface. No confetti, silly string, party poppers, loose sand, loose glitter, or the like are allowed in any of the facility. Failure to adhere to this policy may result in an additional damage/cleaning charge of \$250.

\*Guest maximum >250 allows for plated or family-style food service only.

\*\*Only in conjunction with a booked dinner reception. Guest maximum >175 allows for plated or family-style food service only.

\*\*\*Requires wireless sound system (no outdoor outlets)

\*\*\*\*If reception space is in alternate venue, Grand Ballroom or White House Tent

## Policies & Information

### Deposits & Payments

All deposits for space rentals are due at the signing of the Catering Sales Event Agreement. All deposits are applied to your event total. All deposits are non-refundable and are for the booked date on the Agreement only. Full payment is due 5 business days prior to event.

### Service Charge & Sales Tax

An 18% service charge and 5.5% state sales tax will be applied to all enhancements, food, beverages, and audio-visual costs. Service charges are taxed under the *Wisconsin Administrative Code*, Wis. Admin. Code § Tax 11.87(2)(g)2.

## Cancellations

In the event of a cancellation, all deposits are non-refundable. Notice of cancellation five (5) business days or less 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.

## Pricing

Waupaca Convention Center 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 will also require written confirmation that you agree to any substitutions.

## Seating Arrangements

Guest seating will be round tables of 8 (Ballroom & Fairway Room), oval tables of 10 (White House Tent) or 8-foot banquet tables of 8. Head table seating is traditionally 8-foot banquet tables; however, we do have alternative to a traditional head table upon request.

## Guest Rooms & Hospitality Suites

Discounted sleeping room rates are available to your guests at the Comfort Suites at 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. *All sleeping room arrangements are to be attended to by the client and their guests. Cancellations may incur fees through the Comfort Suites Hotel.*

## Entertainment

**Musicians and DJs 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 White House Tent venue and by 1:00am in all other venues. Bands and other live entertainment are required to set up any equipment prior to the start time of the event.**

**Live music is NOT allowed in the White House Tent venue. 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 venue 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 (i.e. cake knife, cards, gifts, etc.) Centerpieces and general décor may be picked up the next morning; however, any items left after this time will be disposed of at the discretion of the venue.**

## Reception – General Information

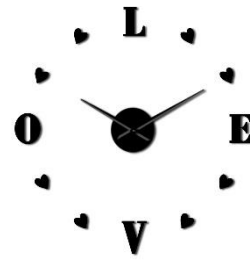
**When you book your wedding/reception with Waupaca Convention Center at Par 4 Resort the following is included with your rental:**

- **Experienced wedding consultant**
- **Professional service staff**
- **On-site Banquet Chef**
- **Menu prepared on-site**
- **Ivory or White linens (table coverings & napkins)**
- **Skirted heat table, cake table, gift table & guest book table**
- **Dance floor**
- **All tables (staging not included), chairs, flatware, glasses & plates**
- **Private Bridal Room (Grand Ballroom only)**

# Wedding Services

## Rehearsal Dinners

Waupaca Convention Center can provide rehearsal dinner conjunction with a wedding reception. Rehearsal dinner subject to availability and may require a rental fee in addition to food/beverage purchases.



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space is

## Rehearsal Dinner Menus

All rehearsal dinner buffets are served with choice of lemonade or iced tea & coffee.

- **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

- **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

# Wedding Packages

## Timeless Package

### Family-style Dinner Service

#### SALAD (choose one)

Tossed Garden Salad with House Dressings |  
Coleslaw | Soup (+2/person)

#### STARCH (choose one)

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

#### VEGETABLE (choose one)

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) |  
Asparagus (add \$2 pp) | Honey Glazed Baby Carrots (add \$2 pp)

#### ENTRÉE (Choose two)

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken Breast with ham & asparagus topped  
with a creamy Alfredo Sauce) | Chicken Cordon Bleu | 'Stuffed' Chicken Breast | Sirloin Beef Tips & Gravy |  
Sliced Roast Sirloin & Red Wine Mushroom Sauce | Baked Ham | White Wine Baked Haddock | Door County  
Cherry Pork Loin | Vegetarian Ravioli | Carved Prime Rib (add \$6 pp)

#### INCLUDED

Assorted Dinner Rolls & Butter  
Coffee Station | Water | Unlimited Soda (add \$2.50 pp)

#### Package also includes:

House wine (10 bottles) | Champagne (3 bottles) | Ivory or White Linens | Bar Set-up | Two ½ Barrels of Domestic  
Beer (\$275 each additional) | 8-section Head Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event  
Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | Dinner for 2 during 1<sup>st</sup>  
Anniversary month at Par 4 Bistro

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees – 150 Guests Minimum*



# Signature Package

## Family-Style Dinner Service



### SALAD (choose one)

Tossed Garden Salad with House Dressings |  
Coleslaw | Soup (+2/person)

### STARCH (choose one)

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

### VEGETABLE (choose one)

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) |  
Asparagus (add \$2 pp) | Honey Glazed Baby Carrots (add \$2 pp)

### ENTRÉE (Choose two)

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken Breast with ham & asparagus topped  
with a creamy Alfredo Sauce) | Chicken Cordon Bleu | 'Stuffed' Chicken Breast | Sirloin Beef Tips & Gravy |  
Sliced Roast Sirloin & Red Wine Mushroom Sauce | Baked Ham | White Wine Baked Haddock | Door County  
Cherry Pork Loin | Vegetarian Ravioli | Carved Prime Rib (add \$6 pp)

### LATE NIGHT SNACK (choose one)

Up to 10 one-topping Pizzas | Build-Your-Own  
Nachos Bar | Deli Slider Bar & House-made  
Seasoned Chips | Sweet & Salty Bar

### INCLUDED

Assorted Dinner Rolls & Butter  
Coffee Station | Water |  
Unlimited Soda (add \$2.50 pp)

### Package also includes:

House Wine (10 bottles) | Champagne (5 bottles) | Ivory or White Linens | White Lights & Tule on Head Table,  
Gift/Card Table, Dessert Table | Menu Tasting for 2 | Bar Set Up | Two ½ Barrels of Domestic Beer (\$275 each  
additional) | 8-section Heat Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event Coordinator |  
Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | One-night hotel stay during 1<sup>st</sup>  
Anniversary month

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees – 150 Guests Minimum*

# Premier Package

## Family-style or Plated Dinner Service

### HORS D'OEUVRES (choose two)

Seasonal Fruit & Dip | Fresh Vegetables & Ranch Dip | Cheese & Sausage Tray with Crackers | Spinach Artichoke Dip & Pita Chips | Tomato Basil Bruschetta | Beer Cheese Dip & Pretzels

### SALAD (choose one)

Tossed Garden Salad with House Dressings | Coleslaw | Soup (+2/person)

### VEGETABLE (choose one)

Steamed Whole Green Beans | Buttered Corn | Vegetable Medley (Broccoli, Cauliflower & Carrots) | Asparagus (add \$2 pp) | Honey Glazed Baby Carrots (add \$2 pp)

### ENTRÉE (Choose two for Family-style or three for Plated)

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (Chicken Breast with ham & asparagus topped with a creamy Alfredo Sauce) | Chicken Cordon Bleu | 'Stuffed' Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin & Red Wine Mushroom Sauce | Baked Ham | White Wine Baked Haddock | Door County Cherry Pork Loin | Vegetarian Ravioli | Broiled Atlantic Salmon | Carved Prime Rib (add \$6 pp) | Ribeye (add \$5 pp) | Tenderloin & Shrimp (add \$7 pp)

### LATE NIGHT SNACK (choose one)

Up to 10 one-topping Pizzas | Build-Your-Own Nachos Bar | Deli Slider Bar & House-made Seasoned Chips | Sweet & Salty Bar

### INCLUDED

Assorted Dinner Rolls & Butter  
Coffee Station | Water |  
Unlimited Soda (add \$2.50 pp)

### Package also includes:

House Wine (10 bottles) | Champagne (10 bottles) | Ivory or White Linens | White Lights & Tule on Head Table, Gift/Card Table, Dessert Table | Menu Tasting for 2 | Colored Napkins | Chair Covers OR Chair Sashes | Cake Cutting Service | Bar Set Up | Two ½ Barrels of Domestic Beer (\$275 each additional) | 8-section Heat Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | One-night hotel stay during 1<sup>st</sup> Anniversary month



### COCKTAIL HOUR

Single Rail Mixers for 1 Hour

*Amount based on guaranteed count  
Any amount over maximum is billed at \$4 per cocktail*

### STARCH (choose one)

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

*Prices do not include service charge (18%) or sales tax (5.5%) or rental fees – 150 Guests Minimum*

# Added Touches

Waupaca Convention Center can provide the following enhancements:

ITEM	SPECIFICATIONS
Decorating Services	1-hour Minimum
Cake Cutting Services	Cut & plate sheet & tier cakes
Sauce Fountain	Nacho Cheese, Ranch, Chocolate or BBQ Sauce
Beverage Fountain	Variety of options available (machine only)
Margarator	Blended Margarita machine
Margaritas by the Gallon	1 flavor – blended for Margarator
Sangria by the Gallon	House-made fruit sangria
Chair Covers	Standard banquet chair covers - Ivory or White
Chair Sashes	Variety of colors available
Colored Tablecloths	Variety of colors available
Colored Napkins	Variety of colors available
Table Runners	Variety of colors available
Table Lights & Tulle	White lights and tulle on head, cake & gift tables
Cake Knife & Spatula	Decorative handled set for cake cutting
P/A System	Portable (corded or wireless)
LCD Projector/Screen	Includes laptop, speaker system & screen
White Portable Tent	10 x 10 with or without sides
Back Drop	Unlit, white, or ivory draping
Back Drop	White or Ivory draping, drop lights & décor
Assorted Décor Items	Vases, LED lights, glass rock, etc.
Staging	2 Sections per 8ft table (stairs included)
Projection Screen	Fixed in-ceiling (Ballroom) or portable
LCD Projector	In-ceiling (Ballroom) or portable
Laptop	Windows-based
Wireless Mouse	USB plug-in
Microphone	Hand-held
Microphone	Lapel or over-ear
Podium	“Church” style or Conference-style
Easel	Multiple styles
Flipchart	Paper pack for easel
Outdoor Games	Corn Hole or Giant Jenga
Outdoor Gas Fire Pit	Lava rock – LP Gas Fire Pit
Grand Entrance Doors	Free-standing doors for outdoor ceremony space
Chargers	Gold, Silver, or Rose Gold chargers
Specialty Napkin Folds	Rose, Fleur de Lis, Bishop’s Hat, etc.
Card Box	See Event Planner for current style options

# Tastings

Book a tasting with us to try a few of our menu items when planning your event. Tastings must be booked at least 1 week in advance. Limited to one (1) tasting per event. Additional tastings may be scheduled at full-menu pricing.

## Family-style or Buffet Style Meals

A maximum of 6 people may attend a scheduled tasting.

- \$15 per person (Bride & Groom)
- \$25 per person (Additional Guests)

Tastings include:

- 4 entrée items
- 2 starches
- 2 vegetables

## Plated Meals

For plated events, a maximum of 6 people may attend a scheduled tasting.

- \$25 per person (Bride & Groom)
- Menu pricing for additional guests

Tastings include:

- 1 meal of each plated choice up to 2 options

# Gift Cards

Par 4 Resort offers gift cards for purchase, in any denomination, that can be used on the resort:

- Food & Beverages at Par 4 Bistro
- Foxfire Golf Club
- Future meals & events

Gift cards make great attendant gifts holiday gifts or just-because gifts. See your Event Coordinator or call (715) 942 – 0500 to purchase.

# Local Vendors

Par 4 Resort is happy to feature the following services in the area:

## DJ Service:

- YO DJ (920) 538 – 2677
- Exceptional Entertainment ([www.exceptional-entertainment.com](http://www.exceptional-entertainment.com))
- Over the Moon Wedding Services (608) 588 – 5477 *(also provides officiant services)*

## Bakeries:

- LibbyBug Cookies [libbybugcookies@yahoo.com](mailto:libbybugcookies@yahoo.com)
- Manderfield's Home Bakery (920) 882 – 6500

## Bridal & Formal Wear:

- Victorian Bridal (715) 258 – 5557

## Florists:

- Bonnie's Bloomers (715) 281 – 3990
- Inspired by Nature (715) 218 – 5011

## Hair & Makeup:

- Evolutions23 (715) 630 – 7304
- Kenz Makeup Artist [kenzmakeupartist@gmail.com](mailto:kenzmakeupartist@gmail.com)

## Photographer/Videographers:

- Ashlea Snell Photography (715) 281 – 0841
- Van Dreele Photography (715) 575 – 3210

## Décor & Rentals:

- I DO Decorating & Rental Service (920) 299 – 2193
- Countrywide Woodworks (608) 576 – 1552

# Wedding Planning Checklist

## 12 Months

- Choose a wedding date
- Draft a guest list
- Create a wedding website
- Book venue & guest accommodations
- Throw an engagement party
- Book a photographer
- Book a DJ or band
- Take engagement photos
- Order "Save the Date" cards

## 10 Months

- Send out "Save the Date" cards
- Choose your theme
- Plan ceremony & reception décor
- Book caterer & wedding officiant
- Choose (and propose to) bridal party

## 8 Months

- Order gown & any necessary alterations
- Cake/Dessert tasting
- Meet with florist, hair stylist & makeup artist
- Book honeymoon
- Start gift registry
- Schedule tasting & detailing

## 6 Months

- Order bridal party attire & groom attire
- Shop for wedding rings
- Order invitations, RSVP cards, enclosure cards & personalized stamps
- Reserve any rental items

## 4 Months

- Order Thank You cards for gifts
- Plan rehearsal dinner
- Finalize wedding menu
- Choose wedding favors
- Create song list for DJ or band

## 2 Months

- Write vows
- Mail out invitations & RSVP cards
- Order reception details: place cards, menus, personalized favors, labels, etc.

## 1 Month

- Get marriage license
- Bridal shower
- Bachelor/bachelorette party
- Schedule final detailing meeting

## 2 Weeks

- Final fittings
- Contact guests who haven't RSVP'd
- Final headcount & seating chart
- Prep any wedding welcome baskets for out-of-town guests

## 1 Week

- Finalize wedding day schedule & make sure all vendors have your lists
- Prepare place cards
- Confirm with vendors (bakery, entertainment, etc.)

## Day Before

- Mani/Pedi for bride & bridesmaids
- Rehearsal ceremony with officiant & wedding party
- Rehearsal dinner
- Bridal party gifts

## After the Wedding

- Complete your name change (if applicable)
- Meet with photographer for any final photos
- Mail out Thank You cards
- Submit your favorite photos or reviews to our *The Knot* page & *WeddingWire*

*Thank  
You*



