

Wedding Receptions



PAR 4 RESORT

201 Foxfire Drive | Waupaca WI
(715) 942 – 0500 | www.par4resort.com

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WELCOME

Welcome to Par 4 Resort in beautiful Waupaca, Wisconsin

Walk around our venue and see the incredible views and 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!

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.

Don't
call it
a dream
call it
a plan



Sales/Event Manager

Event Space

Rates for single space rental only. Additional fees will apply to rent entire facility!
See Event Planner 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 on-property 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.

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 alternatives 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 valuables 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.

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 unless they are specifically ordered a children's meal.

Wedding Services

Rehearsal Dinners

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

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 & bartender(s)
- On-site Banquet Chef
- Menu prepared on-site
- Ivory or White linens (table coverings & napkins)
- Skirted head table, cake table, gift table & guest book table
- Dance floor
- All tables (staging not included), chairs, flatware, glassware & plates
- Private Bridal Room (Grand Ballroom only)

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 \$19/person**

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

Reception Dinner Menus

Plated Dinners

All plated options include a garden salad and house dressings, choice of garlic mashed potatoes, parsley buttered red potatoes or wild rice and dinner rolls with butter. All plated meals chosen will require the same side options. All events offering more than 1 plated option to guests will incur a split plate fee of \$1 per person.

- **Tenderloin & Shrimp**

8 oz. tenderloin filet prepared to medium and a skewer of garlic sautéed shrimp

- **Ribeye Steak**

Ribeye steak prepared to medium and topped with sautéed mushrooms

- **Broiled Atlantic Salmon**

Broiled herb-buttered Atlantic salmon

- **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 roasted pork loin

- **Stuffing Chicken Breast**

Boneless, skinless chicken breast over served over stuffing, topped with gravy

- **Sliced Roast Sirloin of Beef**

Sliced roasted sirloin topped with a red wine mushroom sauce

2 & 3-Entrée Buffets & Family-style Meals

All buffets 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**

Starter (choose one)

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

Entrée Options

Baked Chicken | Chicken Breast Marsala | Chicken Saltimbocca (chicken breast topped with ham, asparagus & garlic cream sauce) | Chicken Cordon Bleu | Stuffing Chicken Breast | Sirloin Beef Tips & Gravy | Sliced Roast Sirloin with Red Wine Mushroom Sauce | Door County Cherry Pork Loin | Baked Ham | Baked Haddock with White Wine Butter | Prime Rib (add +\$6/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 (+\$2/person) | Steamed Asparagus (+\$2/person)

Carving Stations

One entrée above & one carving station (+\$4/person) | Two entrées above & one carving station (+\$6/person)

- **Carving station accompaniments:**
 - 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

Cold Hors D'Oeuvres

All 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 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

Beverages

From the Bar

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

We offer the option to purchase beer by the ½ barrel. Up to 2 different beers can be available in the Grand Ballroom or the White House Tent. 1 option can be available in the Fairway Room.

- **Domestic ½ Barrels**

Any domestic beer choice based on availability.

- **Craft ½ Barrels \$Market Price**

Subject to availability.

Specialty beverage items that are not carried on-property will be charged by the case if such item is requested. Any un-opened product can be picked up the day after the event by the guest. Any opened product remains the property of the resort.

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 per glass or person unlimited based on guaranteed count**

Assorted Pepsi products including lemonade, root beer & iced tea

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	Ivory or White (including installation)
Chair Sashes	Variety of colors available (including installation)
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	Rental
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 draping
Back Drop	White draping, drop lights & tuling
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
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 & stand
Outdoor Games	Corn Hole or Giant Jenga
Outdoor Gas Fire Pit	Lava rock – LP Gas Fire Pit
Tabletop Gas Heaters	360-degree heat – LP gas – tabletop
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)
- Over the Moon Wedding Services (608) 588 – 5477 *(also provides officiant services)*

Bakeries:

- LibbyBug Cookies 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

Photographer/Videographers:

- Ashlea Snell Photography (715) 281 – 0841
- Van Dreel 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 have not 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

