

Querbes and Huntington Golf Course

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F&B Event Coordinator

Querbes Golf Course

3500 Beverly Place

Shreveport, LA 71104

Huntington Golf Course

3800 Pines Road

Shreveport, LA 71129

Club room rate and service charges

Events can be held Monday-Sunday
(Querbes closed on Tuesday)
(Huntington closed on Wednesday)

<u>Rental Rates (based on 0-50 people 2 server's required)</u>	<u>\$550</u>
<u>Rental Rates (based on 51-100 people)</u>	<u>\$750</u>
<u>Rental Rates (based on 101+ people)</u>	<u>\$1,000</u>

Room Rate Rental based on 3 hours, any additional hours will be \$150 each

<u>Setup/Clean-up Fee (for indoor reception)</u>	<u>\$150</u>
<u>Outdoor Setup/Break Down Fee</u>	<u>\$200</u>
<u>Bartender Charge</u>	<u>\$25 per hour per Bartender</u>
<i>1 bartender/waitress per 25 people (i.e. 120 attending you will need at least 5 bartender/waitresses)</i>	
<u>Linens Fee/per table</u>	<u>\$12</u>
<u>Cake Cutting Fee</u>	<u>\$25</u>
<u>Easel Rental</u>	<u>\$10 each</u>
<u>Vase Rental</u>	<u>\$25</u>

NON-ALCOHOLIC BEVERAGES

Tea & Water Station	\$2.00 per person
Tea, Water & Can Drinks	\$3.00 per person
Punch or Lemonade (per gallon)	\$12.00

ALCOHOLIC BEVERAGES

In Bulk

Domestic 1/6Keg (approximately 40/16oz glasses)	\$100.00
Imported 1/6 Keg (approximately 40/16oz glasses)	\$175.00

Bar Tab

If you choose the bar tab, you will set a dollar amount limit at the bar for your guests. When your dollar amount has been reached, a cash bar will be available for your guests.

Cash Bar

If you choose a cash bar, this means that your guests will be responsible for purchasing their own drinks.

HORS D'OEUVRES PACKAGES

All Hors D'oeuvres Packages are prepared for ONLY the amount of people you are paying for. Once the quantity of food has reached its amount and is gone, no more food will be made.

#1 Package

\$15.00 per Person

Selection of five Hot or Cold Hors D'oeuvres

#2 Package

\$25.00 per Person

Selection of six Hot or Cold Hors D'oeuvres

#3 Package

\$30.00 per Person

Selection of Eight Hot or Cold Hors D'oeuvres

#4 Package

\$40.00 per Person

Fruit & Cheese Tray

Vegetable Tray

Selection of Ten Hot or Cold Hors D'oeuvres

DINNER PACKAGES

Buffets are served with a choice of salad (Caser of Garden), rolls, choice of three sides and choice of dessert iced tea & water.

One Entrée Buffet - \$25.00

Two Entrée Buffet - \$30.00

Entrees

Fried Chicken
Chicken Parmesan
Chicken Fettuccini
Chicken Fried Chicken
Shrimp Fettuccini
Baked Seasonal Fish
Beef Tips over Rice
Pulled Brisket
Pork Tenderloin
Spaghetti & Meatballs
Lasagna
Roast
Pork Chops

Desserts

Chocolate Pie
Cheesecake
Strawberry Parfait
Mixed Berry Cobbler
Lemon Pie
Key Lime Pie
Apple Pie
Bread Pudding
Banana Pudding

Sides

Buttered Corn
Glazed Sweet Potatoes
Broccoli – Steamed or with Cheddar Sauce
Squash, Zucchini- Sautéed
Mashed Potatoes & Gravy
Fried Okra
Rice Pilaf
Macaroni & Cheese
Potato Salad
Pasta Salad
Cole Slaw
Green Beans & New Potatoes
Baked Potato
Baked Beans
Rice & Gravy

The following count as two choices:

Broccoli and Ham Casserole
Red Beans & Rice

STATIONS

If there is something else that you're wanting to have, please let us know and we can price it out.

Shrimp & Grits Station – Blackened Shrimp Served over Cheese Grit's.

\$7.00 per person

Baked Potato Station –Potatoes with sides of bacon, chopped ham, sour cream, shredded cheddar or Cheese Sauce

\$5.00 per person

Street Taco Station –Mini white tortillas served with shredded pork, ground beef, lettuce, tomato, cheese, salsa, and sour cream.

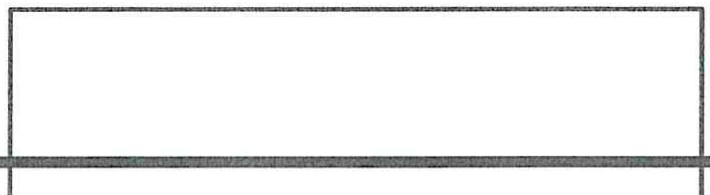
\$13.00 per person

Sandwich Station – Ham, Turkey, Pimento, Tuna or Chicken Salad finger sandwiches served with lettuce, tomato, mayo & mustard.

\$5.00 per person

Pasta Station – Choose 1 warm pasta or 1 cold Pasta A list will be provided of the variety to choose from

\$6 per person



Hot D'oeuvre

Fried Mini chicken wings w/ bleu cheese dipping sauce or house sauce
(glazed wings available)

Fried Meat Pies (beef or crawfish)

Meat balls (Swedish or BBQ Sauce)

Smoked Sausage (BBQ Sauce or Sweet and Sour Honey Sauce)

Sliders (Hamburger or Pulled Brisket)

Southwestern Egg Rolls (Avocado Ranch, House, Bleu Cheese)

Gumbo (Sausage and Chicken or Sausage and Shrimp)

Wrapped in Bacon (Shrimp or Chicken)

Fried Fish (Cocktail or Tarter)

Fried Shrimp

Fried Boudin Balls

Stuffed Mushrooms or Tomato (Rice Stuffing or a Bread Crumb Stuffing)

Red Beans and Rice (Add Sausage)

Jambalaya (Chicken or Sausage)

Name: _____ Phone: _____

Address: _____

Email: _____

Date of Event: _____ Type of Event: _____

Time guests will be in building: From _____ to _____ # of guests _____

Rental Fee \$ _____

Bartenders \$ _____

Bar Service (open or cash) \$ _____

Tables/Chairs \$ _____

Linen's \$ _____

Napkins \$ _____

Cake Cutting \$ _____

Easel Rental \$ _____

Vase Rental \$ _____

Security (Pay City of S' port Police Officer)

Servers \$ _____

Box Lunch \$ _____

Burger Bar \$ _____

Donated/Food \$ _____

Donated/ Soft drinks, power drinks or water \$ _____

Set up/Break Down \$ _____

Non – Alcohol Station \$ _____

Domestic 1/6 Keg \$ _____

Imported 1/6 Keg \$ _____

HORS D'OEUVRES PACKAGES

#1pkg \$ _____

#2pkg \$ _____

#3pkg \$ _____

#4pkg \$ _____

Dinner Packages

One Entrée \$ _____

Two Entrée \$ _____

Stations

Reserved

Shrimp & Grit \$ _____

Baked Potato \$ _____

Street Taco \$ _____

Sandwich Station \$ _____

Pasta Station \$ _____

Other: _____ \$ _____

Notes:

Sub-Total: \$ _____

Applicable tax: \$ _____

TOTAL EXPENSES \$ _____

Down Payment – 50% \$ _____

(\$300 non-refundable)

fail to cancel two weeks prior to your event

Anticipated Balance Due: \$ _____

(does not include bar service)

(Final bill to include TBA items)

I have paid a \$300.00 nonrefundable deposit to secure the date of my event and agree to pay all additional room rental, food, beverage, and service charges in accordance with the terms and conditions listed on the following page of this contract.

Customer Signature

Date

Invoice

Querbes/Huntington Golf Courses

Event:

Client Name: QTY: Event Date:

Phone: Acct# Event Time:

Email:

<u>Fees:</u>	<u>Yes/No</u>	<u>Cost</u>	<u>Estimate</u>
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Room Rental (hrs)

Additional hours

Set up/Clean up Fee

Bartender/hr

Labor/Server/hr

Linens/ Tables

Napkins/person

Tables

Chairs

Alcohol

Food & Beverage

Total before taxes

Total After taxes

Payments made

Balance Owed

<u>Food & Beverage Menu</u>	<u>Qty</u>	<u>Price</u>	<u>Price Charged</u>
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