



HILLCREST

GOLF CLUB
OF SAINT PAUL

FACILITY INFORMATION

HISTORY

Established in 1921, Hillcrest Golf Club of Saint Paul provides a remarkably maintained and exceptionally manicured 18-hole, par 72 golf course designed to uphold the game of golf's tradition of excellence.

The 20,000 square-foot Clubhouse at Hillcrest offers four spaces for private or semi-private events and provides a distinctive setting for events including corporate meetings, weddings, family and social celebrations.

The event spaces at Hillcrest Clubhouse provide the flexibility required to accommodate up to 250 guests, with each space offering a unique ambiance that can be used alone or in combination with the other spaces, ensuring each setting will create an event that fits the occasion.

MHC CULINARY GROUP

Selected to be Hillcrest's hospitality partner, MHC Culinary Group has developed a specialty for planning and executing premier events. Food is what people remember, and more importantly, it is a key ingredient in creating wonderful memories.

At MHC Culinary Group, we understand the importance of your special event. From consistently fine cuisine to professionally delivered service, MHC Culinary Group will help you design a dining experience that will accentuate your event.

GRAND BALLROOM

Located in the center of the clubhouse, the Grand Ballroom provides beautiful and expansive views of the serene course and can accommodate up to 150 with ballroom chairs. Surrounded in windows, the Grand Ballroom can be combined with the West Fireside Room, East Fireside Room and President's Boardroom to accommodate up to 250 with ballroom chairs.

Complete with its own private bar, it is a welcoming space for social occasions, weddings and corporate events. For meeting and presentation capabilities, we offer a package that includes an in-house sound system with microphone, wireless internet and 5 flat screen televisions.

WEST FIRESIDE ROOM

Located on the west side of the Grand Ballroom, this private event space can accommodate up to 60 with ballroom chairs. Featuring a cozy fireplace and views of the course, this space can be used in combination with the Grand Ballroom to accommodate up to 210 with ballroom chairs.

EAST FIRESIDE ROOM

Located on the east side of the Grand Ballroom, this private event space can accommodate up to 60 with ballroom chairs. Featuring a cozy fireplace and views of the course, this space can be used in combination with the President's Boardroom to accommodate up to 100 with ballroom chairs, in combination with the Grand Ballroom to accommodate up to 210 with ballroom chairs or with the President's Boardroom and Grand Ballroom to accommodate up to 250 with ballroom chairs.

PRESIDENT'S BOARDROOM

With views of the fountain, this private event space is the perfect setting for smaller events and meetings. Featuring a boardroom table that seats 14, this space is expandable to an event space that can accommodate up to 40 with ballroom chairs and can be used in combination with the East Fireside Room to accommodate up to 100 with ballroom chairs.

PATIO

Few venues can compete with the patio deck at Hillcrest. Offering expansive, picturesque views of the beautifully manicured course and pool, the patio can accommodate up to 100 guests for dining. The patio is accessible from the Grand Ballroom and West Fireside Room.

POOL

The Pool at Hillcrest provides an unmatched opportunity to host special events outdoors. The pool lawn can accommodate up to 192 and combined with the pool deck can accommodate up to 240. Tent, tables, chair and dance floor rental required.

FACILITY INFORMATION

CONFIRMATION OF EVENT/DEPOSIT

A non-refundable deposit of 25% of estimated charges is required with a fully executed Event Agreement to confirm the event. A non-refundable deposit of the remaining 75% of estimated charges is required with the signed Event Policy and all signed Event Orders 3 business days prior to the function. A signed Event Agreement, signed Event Orders along with a 100% deposit are required in order for services to occur. Host bars will require an estimated bar deposit based on industry standards. To secure replenishment privileges a credit card authorization form must be submitted prior to the event.

All checks for deposits are to be made payable to Hillcrest Golf Club. Should the actual amount owed to Hillcrest Golf Club pursuant to the terms of this Event Agreement exceed the deposit paid, the amount due will be settled to the credit card on file at the conclusion of the event. In the event the amount owed to Hillcrest Golf Club pursuant to the terms of this Event Agreement falls below the deposit paid, a refund check will be issued within 30 business days. The above policies may not be modified without the written consent of an Executive Officer of Hillcrest Golf Club.

FACILITY FEES

Facility fees apply per contracted space, per day, for standard set-up, breakdown and event and facility maintenance. Service charge and applicable taxes apply to all facility fees.

ROOM RENTAL

Room rental fees will apply for each contracted space where either the applicable waiver or minimum is not met before all facility fees, service charges and applicable taxes.

EVENT SPACE WAIVER

Room rental fees will be waived for meetings and events Monday through Friday if the event space waiver (based on the sale of food and beverage to the Client) is met before all facility fees, service charges and applicable taxes. If food and beverage sales do not meet the event space waiver, the full room rental fee will apply.

EVENT SPACE MINIMUM

Room rental fees will be waived for events on Saturday and Sunday if the event space minimum (based on the sale of food and beverage to the Client) is met before all facility fees, service charges and applicable taxes. If food and beverage sales do not meet the event space minimum, a room rental fee equal to the difference will apply.

FACILITY RENTAL TIME PERIODS

MONDAY THROUGH FRIDAY:

(Food and Beverage Waivers Apply)

Morning events may be contracted from 7:00 a.m. and must be completed by 10:00 a.m.

Afternoon events may be contracted from 11:00 a.m. and must be completed by 5:00 p.m.

Evening events may be contracted from 6:00 p.m. and must be completed by 12:00 a.m.

Morning through afternoon events may be contracted from 7:00 a.m. and must be completed by 5:00 p.m.

Afternoon through evening events may be contracted from 11:00 a.m. and must be completed by 12:00 a.m.

Morning through evening events may be contracted from 7:00 a.m. and must be completed by 12:00 a.m.

SATURDAY AND SUNDAY:

(Food and Beverage Minimums Apply)

Morning events may be contracted from 7:00 a.m. and must be completed by 10:00 a.m.

Afternoon events may be contracted from 11:00 a.m. and must be completed by 2:00 p.m.

Evening events may be contracted from 3:00 p.m. and must be completed by 12:00 a.m.

(In the event that we are able to accommodate an extension to the time frames listed above, a per hour service fee may apply.)

FACILITY INFORMATION

EXTENDED HOURS OF SERVICE/

SERVICE AFTER MIDNIGHT

A service fee based on the space contracted of up to \$300 per hour will apply to extended hours of service and service after midnight.

EXCLUSIVITY

Due to exclusivity rights, outside food and beverages are not permitted within Hillcrest Golf Club with the exception of specialty wedding cakes.

LIABILITY

Hillcrest Golf Club does not assume responsibility for the damage to or loss of any merchandise, equipment or personal belongings left in the facility prior to, during or following the event.

HEALTH AND INSURANCE REGULATIONS

Food safety and licensing regulations prevent the removal of prepared food from the premises once it has been served.

ALCOHOLIC BEVERAGES

No alcoholic beverages shall be brought into the facility for sampling or consumption.

Minnesota State Law prohibits persons under the age of 21 to purchase or consume alcoholic beverages. Persons who appear to be intoxicated are not permitted to purchase or consume alcoholic beverages.

LAST CALL FOR ALCOHOL

Bar service will conclude at least fifteen minutes prior to the building vacate time contracted with last call occurring at least thirty minutes prior to the bar closing.

SMOKING POLICY

The clubhouse is smoke free. Guests are not permitted to smoke anywhere in the clubhouse. Smoking is permitted outside the entrance to the clubhouse or on the veranda. Ashtray receptacles are provided for your guests to use.

COAT CHECK SERVICE

Due to staffing requirements, the following charges apply to Coat Check service. One attendant per 100 guests will be provided for a fee of \$25.00 per hour, per attendant, per three hour period.

WEDDING CEREMONY SERVICE

Hillcrest Golf Club offers one of the most beautiful environments in Saint Paul to hold a wedding ceremony. Our Ceremony Packages include the selected space with many of the most requested components of a complete wedding ceremony. Please refer to the Wedding Ceremony Package insert for more information and pricing.

VALET

Valet parking is available for ballroom functions. The cost of this service is \$90.00 per parking attendant. Your catering representative will determine the number of parking attendants required per function.

DECOR

Hillcrest Golf Club does not permit the affixing of anything to the walls, floors, ceilings or outdoor poles with nails, staples, tape or other substances unless approved by your catering representative. Hillcrest Golf Club does not allow the use of any confetti or glitter. Hillcrest Golf Club does not allow the use of candles floating in water or without an enclosure.

VENDOR PARTNERS

AV for You	Che Bella Boutique
A Piece of Cake	Savvi Formal Wear
Queen of Cakes	Mani Mela
Linen Effects	Traveling Photo Booth
Ultimate Events	Twin City Trolleys
Allegra Video	Lindell Carriages
Allegra Invitations	Tradition Valet
Ice Occasions	Graddy Photography
Instant Request	
Adagio DJay & Entertainment	
MBZ Design & Event Studio	
Laurie Schneider Photography	
Molly Black Style	

ENTERTAINMENT AND THIRD-PARTY VENDORS

All third-party vendors that are contracted to provide services for the event on behalf of the Client must be pre-approved by Hillcrest Golf Club.

Should the client request Hillcrest Golf Club to contract with third-party vendors on behalf of the Client, the Client shall approve each vendor and their proposal in writing prior to Hillcrest Golf Club entering into an Agreement with the vendor.

The Client shall also be responsible for all advanced deposits required to secure services. In the event, Hillcrest Golf Club contracts the services for third-party vendors to enhance the event on Client's behalf, a 10% up-charge to all third party vendor services will apply.

Hillcrest Golf Club reserves the right to regulate volume, conduct, set-up and tear-down of vendors to ensure a pleasant experience for all of our guests. No entertainment may be allowed to perform later than 12:00 a.m. unless extended hours of service is contracted.

One hour is allowed after the entertainment is concluded to take down and remove equipment from the facility. Any extraordinary set-up requirements will be charged at an appropriate rate; the charge will be based upon the request and agreed upon in advance of the event.

MORRISSEY HOSPITALITY COMPANIES

AUTHENTIC HOSPITALITY.

Founded in 1995, Morrissey Hospitality Companies is the region's leading full service hospitality management and consulting company with a prestigious portfolio of hotels, restaurants, sports and entertainment venues located in the Twin Cities and the Upper Midwest.

Morrissey Hospitality has provided hospitality consulting and management services to a wide range of prominent organizations including the Walker Art Center, Ordway Center for the Performing Arts, the Guthrie Theater, the Science Museum of Minnesota and many other venues in Minnesota, Illinois, Iowa, Wisconsin and Kansas.

MORRISSEY HOSPITALITY COMPANIES
345 Saint Peter Street, Suite 2000
Saint Paul, MN 55102
(651) 221-0815 morrisseyhospitality.com

MHC FAMILY OF BRANDS

MHC CULINARY GROUP
175 West Kellogg Boulevard, Suite 503
Saint Paul, MN 55102
(651) 726-1950 mhcculinarygroup.com

HILLCREST GOLF CLUB
2200 East Larpenteur Ave. Saint Paul, MN 55109
(651) 774-6088 hillcreststpaul.com

SAINT PAUL RIVERCENTRE AND
THE LEGENDARY ROY WILKINS AUDITORIUM
175 West Kellogg Boulevard, Suite 501
Saint Paul, MN 55102
(651) 265-4800 rivercentre.org theroy.org

THE ST. PAUL GRILL
350 Market Street, Saint Paul, MN 55102
(651) 224-7455 stpaulgrill.com

M ST. CAFÉ
350 Market Street, Saint Paul, MN 55102
(651) 228-3855 mstcafe.com

PAZZALUNA URBAN ITALIAN RESTAURANT
360 Saint Peter Street, Saint Paul, MN 55102
(651) 223-7000 pazzaluna.com

TRIA RESTAURANT, BAR & EVENT CENTER
5959 Centerville Road, North Oaks, MN 55127
(651) 426-9222 triarestaurant.com

THE SAINT PAUL HOTEL
350 Market Street, Saint Paul, MN 55102
(651) 292-9292 saintpaulhotel.com

CROSSINGS INN & SUITES OF PARKERS PRAIRIE
211 West Main Street, Parkers Prairie, MN 56361
(218) 338-3380 crossingsparkersprairie.com

GRANDSTAY HOTEL & SUITES OF LUVERNE
908 South Kniss Avenue, Luverne, MN 56156
(507) 449-4949 grandstayluverne.com



EST. 1921

HILLCREST

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CATERING INFORMATION

MENU SELECTION

Our menus offer a nice selection of food and beverage options in a wide range of price points. Please select your favorite menu from the varied options or if you have something specific in mind, your catering representative along with our executive chef, will be happy to tailor a menu to your preferences. Arrangements can be made with your catering representative to accommodate special dietary needs.

FOOD WITH A CONSCIENCE

We can create menus using food that is sourced locally and grown and raised naturally without antibiotics or hormones. Sustainable menus and pricing are based upon seasonal market conditions and availability.

SUSTAINABILITY

With experience in programs designed and implemented to recycle and compost most waste, MHC Culinary Group has been recognized as a regional leader in sustainability. To learn more about our efforts and how your event can contribute, please contact your catering representative.

PRICES

Prices are quoted in advance of an event, but are subject to change due to fluctuating market prices. Menu prices will be guaranteed for a maximum of sixty days. All prices are subject to a 20% service charge and applicable sales tax.

MULTIPLE ENTRÉE FEE

When selecting multiple entrées, a multiple entrée fee of \$1.00 per person will apply for each entrée selection. We request that the same accompaniments be selected for all entrées.

CAKE CUTTING FEE

Due to exclusivity rights, outside food and beverage are not permitted within Hillcrest Golf Club with the exception of specialty wedding cakes provided by a licensed vendor, to which a cake-cutting fee of \$2.50 per person will apply.

GUARANTEES

So that proper planning and execution of the event may occur, the Client is required to guarantee the number of attendees. The number of attendees estimated by Client on the Event Order will be deemed the guaranteed number of attendees for purposes of this agreement unless Client notifies Hillcrest Golf Club in writing changing the number of guaranteed attendees within the time frames discussed below.

The Client is responsible for payment of the final guaranteed number even if fewer guests actually attend the function. It is necessary that the guaranteed number of guests be confirmed by 12:00 noon, three business days prior to your event. For example, an event scheduled on a Monday must be confirmed by 12:00 noon the preceding Wednesday.

Hillcrest Golf Club will allow for numbers greater than the guarantee by preparing meals and place settings for 3% over the guaranteed attendance to a maximum of 10. The 3% overage for meals will be prepared as vegetarian. When requesting additional seating above and beyond Hillcrest Golf Club standard for meal functions, an overset fee of \$2.50 will apply for each additional seat provided and a fee of \$7.50 will apply for each additional place setting provided.

CATERING AND BAR SERVICES

Due to staffing requirements, the following charges and minimums apply to catering and bar services. Catering and bar services will be provided free of labor charges if sales (exclusive of applicable taxes and service charge) exceed \$300.00 per three hour period. If sales are not reached, a fee of \$90.00 will be applied for each period the minimum is not met.

For cash bar service, one bartender will be scheduled for every 125-150 guests. For host bar service, one bartender will be scheduled for every 75-100 guests. If requested, additional bartenders can be provided for a fee of \$90.00 per bartender, per three hour period.

SERVICES AND RENTAL INFORMATION

BUSINESS SERVICES

Notary	N/C
Black and White Copy (Per Copy)	\$.15
Color Copy (Per Copy)	\$.50
Black and White Printing (Per Copy)	\$.15
Color Printing (Per Copy)	\$.50
Fax (1st Page)	\$.75
Fax (Each Additional Page)	\$.25

PRESENTATION SUPPLIES

Easel	\$ 20
Flip Chart Easel, 3M Post It Pad and Markers	\$ 45
Additional Flip Chart 3M Post It Pad	\$ 25
Laser Pointer	\$ 30
Podium	\$ 20

ELECTRICAL

Extension Cord / Multiplug Surge Protector	\$ 15
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AUDIO

Background Music	N/C
Wired Hand Held Mic, Cable and Stand	\$ 30
Wireless Hand Held Mic and Stand	\$ 100
Wireless Lavalier Mic	\$ 100
4 Channel Mixer	\$ 30
(Required with Multiple Microphones)	
CD Player	\$ 90

VIDEO

Video Presentation Package (Includes: 1 Screen, 1 LCD Projector and Blue Ray Player with a Cart)	\$ 300
Portable 40" TV with Cart	\$ 60
Blue Ray Player	\$ 60
LCD Projector	\$ 190
Tripod Screen	\$ 35

TELECOMMUNICATIONS

Telephone Line (Local Service)	\$ 20
Phone Handset with Phone Line (Local Service)	\$ 30
Speaker Phone (Local Service)	\$ 100
Domestic Long Distance Charges (Per Hour)	\$ 10

INTERNET ACCESS

Wireless Internet Access (Per Machine)	N/C
Laptop Computer with Microsoft Office	\$ 135
Skype Video Conferencing Package (Includes Laptop Computer, Portable 40" TV with Cart, Speaker Phone and Web Cam)	\$ 325

TECHNICIAN

On-Site Technician (Business Hours) (Three Hour Minimum) (Per Hour)	\$ 75
On-Site Technician (After Hours) (Three Hour Minimum) (Per Hour)	\$ 90

DANCE FLOOR

Dance Floor (16' x 16')	\$ 250
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CHAIRS

Wood Club Chairs up to 154	N/C
Chair Rental Ballroom (Each)	\$ 1

TABLES

Un-skirted 4' Table (Each Per Day)	\$ 4
Un-skirted 6' Table (Each Per Day)	\$ 6
Un-skirted 8' Table (Each Per Day)	\$ 8
Skirted 4' Table with Linen (Each Per Day)	\$ 10
Skirted 6' Table with Linen (Each Per Day)	\$ 15
Skirted 8' Table with Linen (Each Per Day)	\$ 20

TABLE LINENS

52" x 52" White or Black Linen	\$ 5
62" x 62" White or Black Linen	\$ 5
85" x 85" White or Black Linen	\$ 5
52" x 114" White or Black Linen	\$ 5
126" Round, White or Black Linen	\$ 18
Napkins (Various Colors)	\$.50

TABLETOP

Votive Candle (Set of 3)	\$ 1
Number Stands (Each)	\$ 1
Table Numbers (1-50)	\$ 4

DECOR

USA Flag	\$ 20
Floral Bud Vase Centerpiece	\$ 20