



# CRYSTAL RIDGE THE EVENT SPECIALIST

**Start planning your event today!**

Crystal Ridge is happy to sit down and meet with all inquiries to ensure we can provide the unsurpassed excellence for your group. From business meetings, corporate retreats, anniversaries, birthday parties, weddings, rehearsals, stag/stagettes we can cater to your every need!



THE PERFECT PLACE  
TO HOST YOUR  
MEETING

4 SEPARATE EVENT  
ROOMS

WE CAN CATER  
FROM 10-250  
GUESTS

BEAUTIFUL VIEWS,  
MOUTHWATERING  
FOOD, AND  
METICULOUS STAFF  
MEMBERS

NEED A BREAK?  
ENJOY 9 HOLES OF  
GOLF OR EVEN  
MINIGOLF

**CRYSTAL RIDGE GOLF  
CLUB**

9 Crystal Green Lane  
Okotoks, AB  
T1S 1A4

[www.crystalridgegolf.com](http://www.crystalridgegolf.com)

## Event Venues

**The Ridgeroom:** This room is perfect for groups of 60 and under. This private meeting room has patio access to overlook the beautiful town of Okotoks.

**The Ridgehouse:** Entailing the main floor of the clubhouse this event space can host up to 110 guests. This space is great for large social events and has a beautiful hardwood dancefloor if your guests are looking to get their party on!

**Orville's Event Room:** This waterfront meeting room is surrounded with large windows to allow plenty of natural lighting. It can accommodate up to 80 guests and comes with its own projector and screen.

**The Owls Nest:** Located on the top floor of our clubhouse this is room is nice and quiet for small private meetings. The Owls Nest can accommodate up to 16 people and has access to its own private patio.

## Room Rental Prices

<b>The Ridgeroom:</b>	<b>Full Day \$500</b>	<b>Half Day \$250</b>
<b>The Ridgehouse:</b>	<b>Full Day \$1000</b>	<b>Half Day \$500</b>
<b>Orville's Room</b>	<b>Full Day \$350</b>	<b>Half Day \$175</b>
<b>The Owls Nest</b>	<b>Full Day \$500</b>	<b>Half Day \$250</b>

### CONTINENTAL BREAKFAST \$10 PER PERSON

- ASSORTED MUFFINS, DANISHES, CROISSANTS AND FRESH FRUIT.

### HOT BREAKFAST \$14 PER PERSON

- BREAKFAST BURRITO WRAPS WITH BACON, SAUSAGE, SCRAMBLED EGGS, PEPPERS AND ONIONS.

### FULL BREAKFAST \$16 PER PERSON

- BACON, SCRAMBLED EGGS, HASH BROWNS, FRESH FRUIT AND TOAST.

### COFFEE & TEA \$3 PER PERSON

- ASSORTED TEA, DECAF AND CAFFEINATED COFFEE. ADD JUICE FOR \$1.50 PER PERSON
- **BOTTLED JUICE ONLY \$3 PER PERSON**

## LUNCH OPTIONS

### ASSORTED SANDWICHES \$16 PER PERSON

A VARIETY OF SANDWICHES MADE IN HOUSE RANGING FROM ROAST BEEF, CHICKEN SALAD, HAM & CHEESE, AND SMOKED MEATS. GLUTEN FREE OPTIONS CAN BE ARRANGED.

### SOUP & SANDWICH BUFFET \$19 PER PERSON

CHEF WILLIAMS ASSORTED SANDWICHES AND WRAPS SERVED WITH TWO DIFFERENT TYPES OF HOMEMADE SOUP.

### HOT BEEF ON A BUN \$19 PER PERSON

AAA ALBERTA BEEF SHAVED AND MARINATED WITH AU JUS SERVED WITH FRESH PORTUGUESE GARLIC HOAGIE BUNS. SERVED WITH FRESH SALADS AND A VARIETY OF TOPPINGS

### BUILD YOUR OWN SALAD BUFFET \$21 PER PERSON

ASSORTED ARTESIAN GREENS SERVED WITH A VARIETY OF TOPPINGS SUCH AS VEGETABLES, NUTS, CHEESES AND FRUITS. SERVED WITH YOUR CHOICE OF TWO PROTEINS; GRILLED CHICKEN, SAUTÉED BEEF, CAJUN SHRIMP, BBQ SALMON, BBQ PORK OR TEMPURA HADDOCK.

### CHEF WILLIAMS MINI MENU \$19 PER PERSON

GUESTS HAVE THEIR CHOICE OF; ALBERTA SIRLOIN STEAK SANDWICH & FRIES, CAJUN CHICKEN CAESAR SALAD, ALBERTA BEEF DIP OR BBQ SALMON SALAD.

\*\*THIS OPTION IS PLATED SO GUESTS MUST PRE-ORDER.



### VEGGIE TRAY \$2.50 PER PERSON

- GARDEN VEGETABLES SERVED WITH ASSORTED DIPS.

### FRUIT TRAY \$4 PER PERSON

- ASSORTED FRUITS SERVED WITH HOMEMADE YOGURT DIP.

### CHEESE TRAY \$5 PER PERSON

- DOMESTIC AND IMPORTED CHEESES, GREAT FOR SOCIAL SHARING WITH WINE.

## APPETIZERS

### APPETIZER BUFFET \$22 PER PERSON

ASSORTED HOT AND COLD APPETIZERS. THESE APPETIZERS CAN INCLUDE BUT ARE NOT LIMITED TO; HANDMADE SPRING ROLLS, CHICKEN & BEEF SATAYS, CHICKEN WINGS, DRY RIBS, WON TON CRISPS, FRUIT & VEGETABLE PLATTERS AND A VARIETY OF DIPS. **Make it a Charcuterie Buffet for an additional \$6**

### GRANDE NACHOS \$4 PER PERSON

HAND CUT TORTILLAS DRESSED WITH CHEESE, JALAPEÑOS, PEPPERS AND BEEF

### DRY RIBS \$4 PER PERSON

SALT & PEPPER DRY RIBS SERVED WITH SWEET CHILI SAUCE AND HOMESTYLE RANCH

### ASSORTED CHICKEN WINGS \$4 PER PERSON

CHEF WILLIAMS FAMOUS WINGS; HOT, HONEY HOT, S&P, SWEET CHILI OR TERIYAKI

## APPETIZERS BY THE DOZEN

### GARDEN QUICHE \$20

MOUThWATERING QUICHE MADE WITH FRESH VEGETABLES

### BACON WRAPPED SCALLOPS \$29

DOUBLE SMOKED BACON WRAPPED AROUND FRESH ATLANTIC SCALLOPS.

### BOURSIN WON TON CRISPS \$20

CREAMY BOURSIN CHEESE BLENDED WITH HERBS, WRAPPED IN WON TONS AND FRIED CRISPY

## APPETIZER BY THE DOZEN CONTINUED

### SPINACH PURSES \$20

HAND ROLLED PURSES WITH A BLEND OF SPINACH,  
TOMATO AND FETA

### SPRING ROLLS \$17

VEGETARIAN SPRING ROLLS MADE WITH CARROTS,  
SPROUTS AND VEGGIES

### STUFFED MUSHROOM CAPS \$28

BUTTON MUSHROOMS STUFFED WITH LOBSTER  
AND SPINACH, LIGHTLY BREADED.

### SATAY SKEWERS \$20

GRILLED CHICKEN OR BEEF SATAYS WITH SWEET  
CHILI DIPPING SAUCE

### SUN DRIED TOMATO POCKETS \$20

MUSHROOMS AND SUN DRIED TOMATOES  
BLENDED AND STUFFED INTO DELECTABLE PUFF  
PASTRY.

### SALMON BLINIS \$20

SMOKED SALMON WITH A HORSERADISH CRÈME  
FRAICHE

### PEAR CELERY BOATS \$19

BLUE CHEESE & PEARS SPREAD ONTO CELERY  
STALKS

### DOZEN SHUCKED OYSTERS \$32

1 DOZEN FRESH OYSTERS SHUCKED AND READY TO  
SERVE

### SALTIMBOCCA SHRIMP \$24

BRIE STUFFED SHRIMP WRAPPED IN PROSCIUTTO

### BALSAMIC BOCCONCINI \$14

ROMA TOMATOES & BOCCONCINI WITH A  
BALSAMIC VINEGAR REDUCTION

### BUTTERFLY SHRIMP \$17

BUTTERFLIED SHRIMP WITH HOISIN GINGER GLAZE

### SALMON PINWHEELS \$19

SMOKED SALMON & CREAM CHEESE PINWHEELS

### SHRIMP MOUSSE \$19

CREAMY SHRIMP MOUSSE SERVED ON CUCUMBER  
BARRELS

### SMOKED SALMON MOUSSE \$19

IN HOUSE SMOKED SALMON BLENDED WITH HERBS  
SERVED ON CELERY SLICES

### BRUSCHETTA BREAD BOWL \$31EA

BRUSCHETTA MADE IN HOUSE SERVED IN A CARVED  
BREAD BOWL

\*THIS APPETIZER IS NOT SERVED BY THE DOZEN\*

### DESSERT BUFFET \$5 PER PERSON

ASSORTED FLAVORS OF CAKES, FRUIT PIES AND  
DESSERT SQUARES

IF THERE ARE ANY ALLERGIES PLEASE NOTIFY OUR  
EVENT COORDINATOR AT LEAST 1 WEEK PRIOR TO  
THE EVENT. CRYSTAL RIDGE CAN ACCOMMODATE  
ANY DIETARY RESTRICTIONS.

### 3 Course Dinner for \$36.95 per person

Starter: Choice of Soup Du Jour, Caesar or Tossed Salad

Main: Choice of 2 mains:

- Tortilla Crusted Chicken with a Tequila Lime Salsa
- AAA Sirloin & Prawns with Aged Port Demi
- Maple Bourbon Salmon with a Honey Jack Glaze
- Traditional Turkey Dinner with all the Trimmings
- Pan Seared Cod with a Pablano Cream
- Garlic & Gouda stuffed Chicken Breast

Starch: Choice of 1 starch:

- Garlic Mashed Potatoes
- Herb Roasted Baby Potatoes
- Dauphinoise Potatoes (+ \$2)
- Rice Pilaf
- Baked Potatoes

Vegetables: All meals served with Chefs Seasonal Steamed Vegetables

Dessert: Served buffet style with over 32 guests, served as a plated dessert under 24 guests

\*Dinner includes coffee and tea\*

### Buffet Dinner for \$24.95 per person

Includes:

- Choice of 2 mains
  - o Chicken Breast with Wild Mushroom Demi
  - o Pork Loin Stuffed with Apple Rosemary
  - o Carved AAA Alberta Sirloin w/ Aged Port Demi
  - o Pan Seared Cod with a Pablano Cream
  - o Traditional Turkey Dinner with all the Trimmings
- Served with Choice of Starch Pairing
  - Garlic Mashed Potatoes
  - Herb Roasted Baby Potatoes
  - Dauphinoise Potatoes (+ \$2)
  - Rice Pilaf
  - Baked Potatoes
- Served with Chefs Seasonal Steamed Vegetables

Add Tossed and Ceasar Salads for \$3

## Policies and Procedures

- **Facility Viewing:** Viewing is by appointment only if you would like to sit down and discuss with our event coordinator. If you are just looking around you are welcome to stop by at any time.
- **Booking Procedure:** A deposit equal to the room rent is required upon completing the event booking contract. Tentative dates can be held for 1 week without deposit. All deposits are non-refundable.
- **Payment:** All invoices are due to be paid immediately, unless otherwise discussed with Crystal Ridge management. Food costs based on final number given 7 days in advance (unless more than number given).
  - o If payment is not made immediately the invoice will be subject to a 2% interest compounded biweekly.
- **Cancellation Policy:** If an event is canceled less than 45 days prior to the event, the party will be required to pay 50% of the estimated revenue from the event.
- **Confirmation & Numbers:** Numbers provided one month before must be within 90% of the estimated guest count. If less than 90% you are responsible to pay for those guests. Numbers provided 10 days before the event are final numbers and cannot be adjusted.
- **Service Charge:** All events are subject to local taxes and a service gratuity of 18%
- **Alcohol:** Crystal Ridge is a licensed establishment which means there is absolutely no outside alcohol allowed. Any alcohol found will be confiscated immediately.
- **Timelines:** You must provide Crystal Ridge with a timeline for your event. If your event goes over your booked time you will be charged \$100 for every half hour you stay late.
- **Floorplan/Layout:** You must provide our staff with a preferred layout plan 10 days prior to the event. If this layout needs to be changed the day of you will be charged a \$100 service charge.
- **Important Notes:**
  - o Smoking permitted in designated areas only
  - o Pets are not permitted
  - o Crystal Ridge has ruling authority over any issues
  - o Any outside vendors must comply with Crystal Ridge policies and procedures

# Function Booking Contract

## Contact Information

Group: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Pos. Code: \_\_\_\_\_  
Email: \_\_\_\_\_

## Payment Information

**Deposit Amount: \$2,000**

Cheque:      Visa/MC:      Debit:      E-Transfer:

Credit Card Number: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security No.: \_\_\_\_\_

Signature: \_\_\_\_\_

This signature authorizes Crystal Ridge Golf Club to charge any outstanding balances, extra charges or damages that may occur during the day of your event. All deposits are non-refundable. Please refer to the cancellation policy in the wedding package for cancellation rules and policies.

## Function Information

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Guests #: \_\_\_\_\_

Start Time: \_\_\_\_\_

Meal Service Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Notes: \_\_\_\_\_

Buffet Plate Service, Appetizers, Cocktails, Cash Bar, Host Bar, and Entertainment

Meal Choice: \_\_\_\_\_

Price/Person: \_\_\_\_\_

Kids Meals Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, how many: \_\_\_\_\_

What Type: \_\_\_\_\_

## Rooms Required & Rental Price:

Ridge House \$: \_\_\_\_\_

Owl's Nest \$: \_\_\_\_\_

Orville's \$: \_\_\_\_\_

Event Tent \$ FROM GOOD TIME PARTY RENTALS

Ceremony Site\$: \_\_\_\_\_

Once confirmed Crystal Ridge Golf Club will arrange a meeting with you to discuss the specific details to make your event a memorable one!

Please Sign and email to  
Crystal Ridge Golf Club at:

[sales@crystalridgegolf.com](mailto:sales@crystalridgegolf.com)

I have read and accept the policies and procedures outlined in the Crystal Ridge Golf Club Package.

Authorized

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Crystal Ridge

Officer: \_\_\_\_\_

Date: \_\_\_\_\_



# Crystal Ridge Golf Course Event Policies & Procedures

Thank you for your interest in Crystal Ridge Golf Club. This package contains information we hope you will find useful when planning your special day. If there is anything special information you would like, please do not hesitate to ask.

## 1. BOOKING PROCEDURE

All bookings will be considered tentative until the "BOOKING CONTRACT and deposit are received to confirm your booking. Tentative bookings will only be held for **5 days without a deposit**. Please note that the final number of guests must be within 90% of the number provided when booking the wedding. If the number of guests is less than the 90% upon booking then a \$20-\$25 per person fee will be charged for the number of guests under the 90% limit.

**Deposits: \$2,000.00 per event (Any other deposit amount must be verified with management)**

## 2. CONSULTATION MEETING

After the function has been booked and confirmed with a deposit, Crystal Ridge will contact you to arrange a consultation meeting with our staff to discuss menus, special requests and specific details. Pricing, schedules or any other pertinent information must be written in the "Booking Contract" and "Planning Sheet" and signed by both parties or Crystal Ridge will not accept responsibility.

## 3. PAYMENT POLICY

Full payment of the function based on guaranteed numbers less the deposit is due 10 DAYS prior to the function. We also require an authorized credit card number on file for security. Any additional charges resulting from the function will be invoiced and any outstanding balances after 7 days will automatically be charged to the credit card on file. **The bar bill MUST be paid the night of the function.**

## 4. CANCELLATION POLICY

In the event of a cancellation for any reason, the **deposit is non-refundable. ALL CANCELLATIONS MUST BE RECEIVED IN WRITING.** Cancellations within 60 days of the function will result in a charge equal to 50% of the estimated cost of the event based on the latest confirmed number of guests.

## 5. CONFIRMATION & GUARANTEE

A confirmation will be required 30 days prior to the event within 10% of your estimated numbers. Menus should be in place at this time. A guaranteed number of guests must be confirmed 10 days prior to your function. If a 10-DAY confirmed guarantee is not received, you will be billed for the 30-day confirmed number or the number served, or whichever is higher.

## 6. PRICING

Prices are subject to change without notice. However, functions booked and confirmed more than 6 months prior to the event date **may be subject to a price increase that cannot exceed 15%**. NOTE: Unless signed and agreed upon by Crystal Ridge, all pricing will be based on the current package prices. Children age 11 and under are discounted 50% off of the meal price and children age 3 and under are no charge.

## 7. GRATUITY & GST

**GST and an 18% gratuity are not included in the prices and will be added to the entire invoice including room rental based on totals before discounts.**

## 8. ALCOHOLIC BEVERAGES

Crystal Ridge follows the AGLC rules. No alcoholic beverages will be served prior to 10:00am, or after 1:00am Crystal Ridge does not condone drinking and driving and reserves the right to refuse service to anyone who appears intoxicated. The function convener is responsible for the group members who drink and drive. When necessary, taxis or designated drivers should be arranged by the organizer. **ALL ALCOHOL MUST BE PURCHASED THROUGH CRYSTAL RIDGE GC. ANYONE CAUGHT DRINKING OUTSIDE LIQUOR WILL BE ASKED TO LEAVE.** Due to health and safety regulations, the club prohibits the removal of food and beverage following an event.

## 9. DAMAGES

Any damages or theft will be charged to the person(s) or company whose name the event is booked under. An additional cleaning charge may apply where excessive cleaning is required. A \$500 charge will be assessed for excessive cleaning costs associated with the use of confetti, rice, glitter, wax from candles etc. Crystal Ridge asks that your guests respect the facility and act accordingly.



# Crystal Ridge Golf Course Event Policies & Procedures Continued

## 10. PERSONAL PROPERTY

Crystal Ridge reserves the right to monitor all private functions. Crystal Ridge will not assume responsibility for any personal or rented equipment brought in or left behind. It is the convener's responsibility to ensure all personal items, rented equipment and or decorations are removed from the site immediately after your function.

## 11. DECORATING

Decorating will be allowed on the day of your function. Exceptions may be allowed with written permission from Crystal Ridge. No wall or ceiling decorations are allowed. Table centerpieces, floral arrangements and other decorations are the responsibility of the convener. Open flame candles are not permitted due to fire regulations.

## 12. DJ/BAND/MUSIC

Your DJ/BAND will be allowed to set up on the day of your function unless otherwise agreed upon by Crystal Ridge. Music must be shut down by 1:00am. Crystal Ridge GC reserves the right to control the volume of music in any and all of our venues, as to respect our neighbours. After 10:00pm, the bass of speakers must be minimized to an acceptable level (depending on venue/room).

## 13. CLOSING TIME

Alcohol is not served after 1:00 a.m. and the premises must be vacated by 2:00 a.m. unless prior written approval has been arranged with the management of Crystal Ridge Golf Club.

## Room Rental

All room rental rates are subject to an 18% Gratuity and GST. Room rental includes one microphone, sound system and podium. Additional charges may apply if any other equipment is needed and all arrangements should be made in advance. Please be sure to notify us as soon as possible if you are bringing any additional audio or visual equipment to be used during your function.

### Guest Count

Owl's Nest (Brides Room)	\$500	
Orville's Lounge (All)	\$750	Max. 80 people
The Ridge House (All)	\$1,000	Max. 120 people
Event Tent (Good Time Party Rental)	\$2,000	Max. 220 people

### Important Notes:

- 1) There is a \$7,500 per night minimum for the Ridge House including room rental, food, and beverage. This does not include gratuity or taxes. We cannot guarantee Event Tent Weddings
- 2) The room rental only includes the banquet room and not the patio or golf course. Room rental is only for day of event.
- 3) The ceremony site rental is for 2 hours maximum period.
- 4) Crystal Ridge reserves the right to change the room based on confirmed number of guests.
- 5) An additional charge may apply if extensive set-up is required or if the room is to be set up more than once. There is an additional \$500 fee for furniture removal. Crystal Ridge knows what room setup works best depending on function size. We control the setup of tables and chairs.

### Additional Services

The sky is the limit when it comes to little extras that can be done to make your day unforgettable. If you have any ideas or suggestions that do not appear in our standard package, we would love to discuss it with you further. Our staff has extensive experience with groups of all sizes and is available to you throughout the planning process. Please feel free to contact us at any time to discuss additional services or ideas to make your dream wedding.