

Paradise is *fun with friends!*



Plan your next event in **PARADISE.**

SPECIAL EVENTS

Thank You for considering The Clubhouse at Paradise Valley for your upcoming event!

With panoramic views of the Seven Persons Creek Valley, and located just below the famous Medicine Hat Teepee, our facility offers a setting which is unique in Medicine Hat. Natural light and unparalleled views will bring creative thought and inspiration to your meetings and events.

Our catering team, led by Chef Sourav Saha, has a well-earned reputation in Medicine Hat for providing exceptional cuisine and our staff take enormous pride in providing outstanding service. We hope to have the opportunity to work with you, and would love to customize your event and meal to suit your group's tastes.

This package provides information about our venue, pricing considerations, and terms & conditions. We look forward to making your special event as stress-free as possible.

**PLAN YOUR NEXT EVENT
IN PARADISE!**

clubhouse@paradisevalleypar3.com



PARADISE VALLEY GOLF COURSE

90 Gehring Rd. SE, Medicine Hat, AB

403.526.3330

visitparadise.ca

Outdoor Covered Patio

Our creekside facility can accommodate a casual BBQ or be transformed into an elegant setting. The patio has tent walls that can be left open to the creek and then closed for protection from the weather. The area has a dedicated outdoor bar, speakers and a wireless microphone.

Capacity: 70 seated, 90 cocktail



Clubhouse Loft Studio

The Clubhouse Loft is available year around for meetings and smaller events. The 960 sq. foot space has stunning views of the valley and is equipped with a TV, projector, and screen for slideshows.

Access is via stairs only.

Capacity: 44 seated, 60 cocktail

Clubhouse Banquet Room

The 1500 sq. foot Clubhouse Banquet Room is our main dining room, and is available for private functions primarily in the Fall and Winter seasons while the golf course is closed. This area has a small dance floor, gas fireplace, a wireless microphone, and room for a portable screen and projector if required for your event.

Capacity: 80 seated, 90 cocktail



clubhouse@paradisevalleypar3.com



Complimentary Services

- Personalized service from our Events Coordinator
- One complimentary setup and tear down
- Wireless internet (Clubhouse only)
- Socan & ReSound music fees
- Customized menu planning

Venue Rentals

Outdoor Covered Patio	70 seated, 90 cocktail	\$300 - \$500
Clubhouse Loft Studio	44 seated, 60 cocktail	*Prime Season \$200 / Off-Season \$150
Clubhouse Banquet Room	80 seated, 90 cocktail	*Prime Season \$500 / Off-Season \$300

Additional Fees / Services

Room flip / setup change	\$50
Projector	\$50
Tablecloth (other than white)	\$3+ each
Napkins (other than black)	\$.50+ each
Chair covers	\$4 each
Additional event planning or setup services	\$50 / hr
Bartender for non-catered events	\$25 / hr
Extension cords and power bars	\$5 each
Podium	\$10
BBQ Rental	\$100

*Prime Season May1 - September31 & November 1 - December 31

Prices do not include GST or additional rental requirements

clubhouse@paradisevalleypar3.com



Thank you for considering The Clubhouse at Paradise Valley to host your upcoming event. We are eager to assist you with every detail and fully expect to exceed your expectations. Please review the following guidelines and policies.

Catering

Our Events Coordinator and Chef will work with you personally to design a menu that will delight you and your guests. Whether you are interested in a 5-course gourmet dinner, a traditional buffet, or a standing cocktail reception, we have menu suggestions to meet your needs.

- We will provide you with menu suggestions and current pricing, to be verified prior to your event. Prices may be subject to change based on market conditions.
- Events held in The Clubhouse facility require catering to be provided by Paradise Valley Golf Course staff (with the exception of a birthday cake).
- If you prefer to use an outside catering service, you are welcome to do so in our outdoor patio area, but we are unable to provide access to kitchen facilities aside from the BBQ itself.
- Health regulations prohibit the removal of any food products from the premises after an event. Buffet products will be displayed for a maximum of 1 hour at any function to ensure the quality and integrity of the product. A 1 hour time period is allowed for the service of all plated meals.
- If you would like our assistance with plating and serving your cake, we are happy to do so. A nominal \$3 per person fee will be added to your final invoice.
- Please advise our Events Coordinator of any dietary substitutions required no later than 5 business days prior to your event. Charges may apply for any special requests made on the day of the event.
- All food and catering services will be subject to a 17% gratuity in addition to GST.

Beverage Service

- All prices include professional bartender service.
- Due to Alberta Gaming & Liquor Regulations, all alcohol must be supplied and served by Paradise Valley Golf Course staff. We reserve the right to end ALL beverage service if outside beverages are found on-site. This includes but is not limited to the function space, parking lot, and outdoor areas.
- Customers may bring in their own wine to the clubhouse and/or remove partially consumed bottles. A Corkage fee of \$15.00 plus gst & gratuity per bottle will be charged. Homemade wine is not allowed, nor is hard liquor - only commercially manufactured wines as per AGLC regulations.

clubhouse@paradisevalleypar3.com



- The service of alcohol beverages is subject to the inclusion of food. The Clubhouse is licensed to serve alcohol for special events from 9:00 am to 1:00 am.
- We are happy to provide you with a non-alcoholic punch bowl with unlimited refills. A fee of \$100 will be added to your final invoice.
- All beverage services will be subject to a 17% gratuity in addition to GST.

Additional Services

- Included in your venue rental fee is one complimentary set-up and tear-down.
- If you require changes to the layout on the day of the event, either prior to or in order to "flip" the room between a meeting and reception (for example), an additional fee will be incurred.
- All decorations, personal belongings and equipment must be removed from the function rooms at the end of your event, unless authorized by our event manager.
- Please ensure that ALL room setup requirements, power requirements, entertainment, music, and special requests are discussed well in advance of your event.
- Extension cords and power bars are available for a \$5 rental fee each.
- Please discuss all decorating plans with our Events Coordinator to ensure that approved supplies are used where required. Tacks, pins, nails & staples are not permitted.
- We are more than happy to assist you with decorating and extra setup requirements at a cost of \$50 per hour.
- DJ services or bands will be allowed to set up on the day of your function, at a time agreed to by our Events Coordinator.
- Battery operated candles only will be permitted for safety reasons.
- Any additional / excessive cleaning fees which may be incurred will be added to your final invoice.
- The Clubhouse reserves the right to remove any signage that is not prepared in a professional manner or is deemed rude or sightly.

clubhouse@paradisevalleypar3.com



- Smoking will be allowed in designated smoking areas only.
- Music and dances are required to end by 1:00 am, and the facility must be vacated by 2:00 am. Our staff is more than happy to arrange for taxi service if required.
- Access to our facility for viewing and setup will depend upon availability. Please contact our event manager for assistance.

Deposits, Payments and Cancellations

- To secure your event date, The Clubhouse requires the signed contract and a deposit equal to your facility rental fee including GST. All bookings are tentative until these requirements are met.
- A valid credit card number is required at the time of booking to be listed in the event file for any damages incurred.
- Final numbers are to be submitted 5 business days prior to your event. In case of a discrepancy between the guaranteed number of guests and the actual guests in attendance, you will be invoiced for the greater number. Your number of guests may increase within the 5 business days prior to your event with the approval of the Events Coordinator.
- If for some reason you must cancel your event, deposits will be refunded up to 6 months in advance. All deposits are non-refundable within the 6 months prior but can be transferred to a new event date (unless cancellation is within 1 week).
- Invoices will be delivered via email to your event organizer within 2 business days afterwards, due upon receipt.

Contact

- To request a site tour, receive a proposal, or book your event, contact us today at (403) 526-3330 x2, clubhouse@paradisevalleypar3.com.

clubhouse@paradisevalleypar3.com