



Important Questions to Answer For Your Reception Choice

- 1) Is my wedding time and date available? _____
- 2) How many people can the room hold? _____
- 3) Is there a rental fee? _____
- 4) What are the bar options?
(cash, open, limited amount, or pay as you go)

- 5) How will the room be set up? _____
Number of people at the head table? _____
Parents Table? Bride _____ Groom _____
Cake Table (Square or Round) _____
Gift Table _____
Sign In/ Place Card Table? _____
Music Area? _____
Do I need linen for tables? _____
- 6) What day would you like to set up? _____
Do you have favors for the tables? _____
- 7) Do you have a florist? _____
Florist name _____
Phone number _____
Day of Wedding drop off time: _____
Any extra for the caterer to decorate platters?

- 8) Music for the reception? _____
Name: _____
Phone number: _____
Day of Wedding drop off time: _____
- 9) Ask who will act as the Master of Ceremony
at your reception? Your Caterer or DJ

- 10) How to reserve your caterer?

Is there a deposit? _____
How much? _____
When do you need a final head count? _____



Event Planning Sheet

Date of the Event _____

LeRoy Clubhouse | Tent Off Clubhouse | Clubhouse Deck
Jones Hall | Off Site- Location:

Time of the Event (Day) _____ (Eve) _____

Name of Client _____

Function _____

of Guests _____ Final Count _____

Contact Person _____

Phone _____
Home Work Cell

Address _____

Bride / _____
Address _____

Bride's _____
Parents _____

Groom / _____
Address _____

Groom's _____
Parents _____

Ceremony On Site: Yes No

Church: _____

Bakery: _____

Phone: _____

Licensed Bakery: Yes No

Cut and Serve: Yes No

Florist: _____

Phone: _____

Leaving extra flowers to decorate platters and buffet Yes No

DJ (Greg 905-7453)

DJ / Band: _____

Arrival Time: _____ Phone _____

Time of Ceremony: _____

Receiving Line On Site: Yes No

Delivery Time: _____

Address: _____

Delivery Time: _____

Address: _____

Address: _____

Maid of Honor _____
Best Man: _____
Photographer _____
Phone: _____
Special Request: _____

Flower Girl _____
Ring Bearer: _____
Arrival Time: _____
Address: _____

Linen Color: White or Off White

Napkin Color: _____

Napkin Fold: _____

Special Request: _____

*** Linen cost is the exact amount billed (50-250 people not to exceed \$60.00-\$175.00) unless you choose from the Executive Package.

Party Setup

Head Table: Yes No # of Guests _____ Where: _____
of Guest Tables: _____ Guests/Table: _____ Table Type: Round _____ Banquet _____
Assigned Seating: Yes No Place Cards: Yes No Reserced Tables: Yes No # _____
Buffet Lines: # of Lines _____ Carving Station: Yes No Hors d' Oeuvres Table: Yes No
Cake Table:: Round _____ Banquet _____ Punch Table: Yes No
Registration Table: Yes No Sweets Table: Yes No
Gift Table: Yes No DJ Table: Yes No Table Type: Round _____ Banquet _____
Bride drop off the favors: Date: _____ Time: _____

Bar Request

Bar Package: _____ # of Hours:: _____ Before Meal: _____ After Meal : _____
During Dinner: Open Cash Closed
Toast: Yes No All guest Head Table Only Reserved Tables
Champagne Toast: _____ House or Special _____
Wine Toast: _____ House or Special _____ Non-Alcoholic Toast: Yes No

Wine with Dinner: Yes No

Type of Wine: _____

Carafes on the Tables: Yes No

Corkage Fee: \$_____ per bottle

Punch: Alcoholic _____ Non-Alcoholic _____

Type of Punch: _____

Punch Fountain: \$15.00 Rental Fee Yes No

Time of Event Recap

_____	Wedding Time	_____	Dinner
_____	Pictures	_____	Call for Seconds and Clearing
_____	Guest Arrival at Site	_____	Bridal Dance
_____	Bar Open / Hors d' Oeuvres	_____	Cut the Cake
_____	Toast	_____	Put the Sweets Out

Deposit: #1 _____ #2 _____ #3 _____ #4 _____

Deposit is due when the reservation is booked. The deposit will act as a non-refundable deposit.

No date will be held without a deposit. Prices are guaranteed 120 days prior to the date of the event.

The deposits are as follows:

LeRoy Country Club Clubhouse: \$100.00

Jones Hall (or off property catering events): \$250.00

Please note, the deposit will be applied toward your final invoice. The balance will be paid in full 24 hours prior to the event or the day of the event, by cash, bank check, money order or personal check with DL.

If paid with a credit card, please add 2.5% to the total of the bill. Your final count is given the Tuesday before your party with a 10% variance either way.

Fees/Tax/Service Charge:

18% service charge for Buffet Dinners and 20% service charge for Served Dinners and applicable NYS sales tax is in addition to the other prices. **Please make all checks payable to LeRoy Country Club.**

Thank you for your business,

Barbie Gozelski 585.261.2592

Client

x: _____

x _____

Please mail deposit to: LeRoy Country Club | Barbie Gozelski | PO Box 345 | LeRoy, NY 14482



Off Site Liquor Permit Form

Please fill out this form for Off Site
Liquor Catering only

Event Name _____

Event Date _____ Start Time _____ End Time _____

Is this a fundraiser? Circle one YES NO

If so, who is the beneficiary? _____

Public or Private Event? _____

What activities, if any? (like raffle, silent auction?) _____

Number of attendees _____

Business name, address and phone number requesting the event.

Phone# _____

Contact person _____

Contact person's email address _____

Where will you advertise, if a public event? (newspaper?, flyer distribution?)

Note: A copy of your advertisement is required for the permit(s), only if it is open to the public.