



[PoppyRidgeGolf.com/Weddings](http://PoppyRidgeGolf.com/Weddings)

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**CONTACT:**

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## POPPY RIDGE GOLF COURSE

### *Vista Views & Simple Elegance*

Poppy Ridge Golf Course features a beautiful outdoor ceremony terrace overlooking picturesque Livermore Valley Wine Country. An ever-changing natural setting, with breathtaking views highlighted by the majestic beauty of Mt. Diablo in the distance, sets the stage for memories that will last a lifetime.

Experience the culinary expertise of our executive chef whose highest regard is to present the finest and freshest local ingredients. Menus are thoughtfully prepared, elegantly presented and perfectly timed to enhance the atmosphere and flow of your wedding.

Our expert staff, skilled at planning memorable celebrations, set us apart by our guest service philosophy and attention to detail.

### **2023-2024 Venue Fee**

**OFF SEASON:** January-April, November

Sunday-Friday \$2000

Saturday \$2500

**PEAK SEASON:** May-October

Sunday-Friday \$2500

Saturday \$4000

**HOLIDAY SEASON:** December

Sunday-Friday: \$2000

Saturday: \$3000

*Our Services and Amenities incorporate many of the essentials for your ceremony and reception.*

## Included Services:

- Exclusive use of the venue for a maximum of 6 hours
- Personalized, Experienced Event Manager
- Rehearsal Set-Up and Service
- Ceremony and Reception Set-up, Breakdown and Service
- Getting Ready Room
- Executive Chef prepared menus and Pre-Event Tasting
- Cake Cutting and Service
- Post Ceremony photo opportunity, for couple, at various locations on property, by chauffeured golf cart (at your own risk)

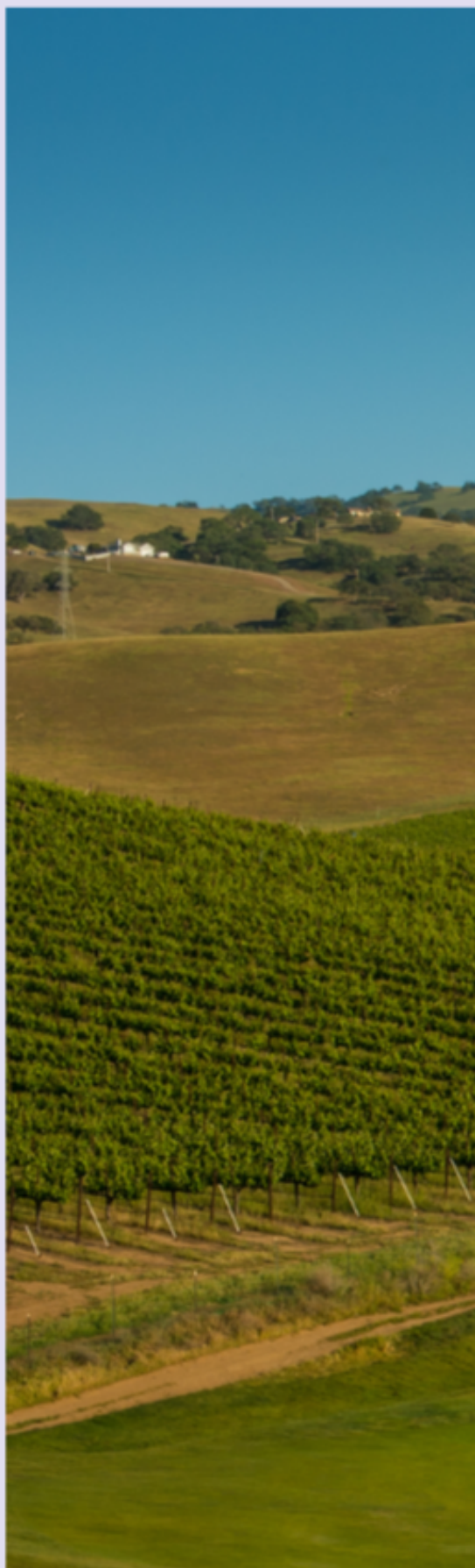
## Included Amenities:

### OUTDOOR CEREMONY

- White cushioned garden chairs
- White Arch and Columns for floral presentation
- Patio Heaters (up to 3)
- Wine Barrels (up to 3)

### INDOOR RECEPTION (max capacity 162)

- Round tables with choice of white or ivory linen
- Linen napkins in your choice of assorted colors
- White cushioned garden chairs for ceremony
- Brown farmhouse cross back chairs for reception
- Fine dining place settings
- Silver or Gold chargers at each place setting Square or Round mirrored centerpiece base
- Votive candle holders
- Cake/dessert stands







## Ceremony and Reception

- 2pm: Getting Ready Room available. First half of Wedding Party Arrives
  - 3pm: Florist, Cake & DJ Arrives
  - 3:30pm: All Others in Wedding Party Arrive
  - 4:45pm: Guests Arrive
  - 5pm: Procession Begins
  - 5:10-5:30pm: Ceremony
  - 5:30pm: Recessional
  - 5:30-6:30pm: Cocktail Hour
  - 5:30-6:30pm: Wedding Party Photos
  - 6:45pm: Guests are seated
  - 6:50 pm: Announcement of Wedding Party
  - 6:55-7:10pm: Toasts
  - 7:15pm: Dinner is Served
  - 8:15pm: First Dance
  - 8:30pm: Open Dancing
  - 8:45pm: Cake Cutting
  - 9:00pm: Bouquet and/or Garter Toss
  - 9:00-10:00pm: Open Dance
  - 10:30pm: Last Dance
  - 11:00pm: Venue Closes
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*This is a sample timeline based upon a 6 hour rental period only, your are welcome to customize the flow of your special day as you wish.*

## COORDINATION

Your Event Manager will guide you through the planning process and assist you in designing and personalizing your event. Special attention will be made for the details of the day — coordinating with your selected ceremony and reception vendors and full day-of-event management. Invitations require approval from your Event Manager to ensure accuracy.

## REHEARSAL

Rehearsal times are scheduled according to the site availability and can be scheduled within 3-4 weeks prior to the day of the event. Poppy Ridge staff will do their utmost to accommodate your date and time request. If you choose a Friday rehearsal, we suggest a 3:00 PM rehearsal time due to the traffic conditions.

## RECEPTION DECOR

The reception room can be accessible TWO HOURS prior to the event. Confirm availability with your Event Manager. Some restrictions for candle centerpieces apply. Proper candle holders are required to avoid wax overflow resulting in fees for damaged tablecloths. Tables with linens are available upon request for gifts, escort table/guest registration and memorabilia display. Please note: Items are not permitted to be fastened to walls or windows. We do not permit confetti or any glitter. We are not responsible for taking down decorations and storage of rental items. Use of fire-works or sparklers is not allowed at any time due to fire hazard and guest safety. Poppy Ridge Golf Course reserves the right to charge the bride and groom for any damage incurred or caused by their guests during their stay at our premises or if any of the above details are violated.

## OUTSIDE VENDOR GUIDELINES

(Applies to: Florists, Wedding Planners, Dessert Display Caterers, Décor Coordinators, etc.)

On the day of event, vendors can expect to see tables, chairs and ceremony seating arrangements set-up no more than TWO HOURS prior to event start time. Your vendors are expected to provide all necessary supplies (i.e. ladders, watering pitchers, brooms/dustpans, tape, wire, etc.) to complete the service they are providing. On-site assembly is permitted however vendor is responsible for all clean-up. Fully assembled décor (i.e. centerpieces) can be stored up to 24 hours prior to event with Event Manager approval. Poppy Ridge staff can not provide any assistance outside their existing day of event scope of work assigned by Event Manager.

## ROOM LAYOUT

A copy of the room layout will be provided in advance and changes should be requested promptly; changes are not permitted on the day of the event unless approved by the Event Manager.

## GETTING READY ROOM

A private room is available for use THREE HOURS prior to the event start time. A full length mirror will be provided for your convenience. Refreshments are available upon request for wedding party (fees may apply).

## MENU SELECTION

The final guaranteed guest count/menu choices are due no later than ten (10) days prior to event.

Sit-Down Menu: Please provide your menu selection count in this manner: (Quantity) then (Item). A table-seating arrangement list, complete with menu choices, must also be provided.

Buffet Menu: Place cards are not required for this menu choice. However, a table-seating arrangement list is helpful if assigning specific seats.

Children's Menu: Children under 2 are complimentary. A child friendly meal is available for children 2-10 years old. Young adults 11-20 years old will be charged the adult rate.

Vendor Meals: Please do not forget to include your vendors in your meal count.



## MENU TASTINGS

The bride and groom will have the opportunity to experience their wedding menus at a private tasting at least 6 weeks in advance of the wedding date. Please inform the Event Manager of any food allergies ahead of time.

## GOLF COURSE ETIQUETTE

We discourage wedding guests from roaming around the driving and putting range and adjacent golf related areas. Children must be under adult supervision at all times for security and safety reasons. We do our utmost to avoid any inconvenience to all our patrons by providing separate areas for all activities.

## RECEPTION ITEMS LEFT BEHIND

Poppy Ridge Golf Course is not responsible for damage or loss of any merchandise or articles brought onto the property, left unattended or overnight. All items belonging to the Event must be packed up at the conclusion and removed from the property within 24 hours. Poppy Ridge Golf Course reserves the right to discard any items left behind after three (3) business days from the date of the event, including the cake and all wine and alcoholic beverages that were brought in by the client.

## PARKING

Poppy Ridge is a busy golf course especially on Saturdays during summer months. We have parking spaces for 300 cars. Please note that normal golf course activity will be ongoing during daylight hours.

## GUARANTEES/SERVICE CHARGE

The final guaranteed number of guests must be received ten (10) days prior to your event. This guarantee may not be reduced after this time. Your charges will be based on the guaranteed number, or the actual attendance, whichever is greater. A twenty-two (22%) percent taxable service charge and applicable State tax will be added to all food and beverage charges.

## DEPOSIT AND PAYMENT

An initial deposit (equal to site fee) and signed contract is required to confirm your event date. This will be applied to your invoice and will be deducted from the total amount due. All deposits made are non-refundable and non-transferable. Final payment is due ten (10) business days prior to the scheduled event. Final payment is accepted in the form of a credit card, certified check or cash. A credit card authorization form must be completed, prior to the event, for any additional day of event charges. Please note: an additional \$50.00 fee will be charged for returned checks.

## LATE PAYMENT

Failure to pay the total balance due ten (10) days prior to the scheduled event shall result in an assessment of a late fee and may result in cancellation of event facility or restriction of on-site services.

## CANCELLATION POLICY

If an event is cancelled more than 180 days (6+ months) in advance, 50% of the deposit will be forfeited. If an event is cancelled within 180 days (6 months) of the event date, the entire deposit amount will be forfeited. Refunds are processed at the end of each month and will be remitted to the appropriate party. All deposits made are non-refundable and non-transferable. If event is cancelled within ten (10) days of contract signing, 100% of the deposit will be refunded.

## INSURANCE

Throughout the term of this Agreement, The Client will maintain in force Comprehensive General Liability including Bodily Injury and Property Damage insurance, with minimum limits of \$1,000,000/\$25,000 and naming Poppy Ridge as additionally insured. The Client must provide proof of insurance through the issuance of a certificate of insurance showing the above coverage and limits specified (ie. Homeowners Insurance or a one-day purchased policy) at least 10 days before the rehearsal date. Poppy Ridge Golf Course reserves the right to make a claim to this policy for any damage incurred or caused by all event organizers and guests during the ceremony and accompanying reception. The Client assumes full liability if insurance is not provided.

# *A Lifetime of Happiness Awaits...*



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LIVERMORE, CA

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