


# Wedding *Packages*



2023

201 Foxfire Drive | Waupaca, WI 54981

[www.par4resort.com](http://www.par4resort.com) | (715) - 942 - 0500  
[sales@par4resort.com](mailto:sales@par4resort.com)



Welcome to Par 4 Resort in beautiful Waupaca, Wisconsin.

Walk around our resort and see the incredible views and breathtaking photo opportunities and you will know you are at the perfect venue for your wedding.

At Par 4 Resort, we are committed to providing an enjoyable and memorable experience for every guest!

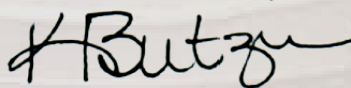
Our venues can accommodate small, intimate groups and large groups with the same attention to detail and experience for everyone.

On behalf of the owners and staff, welcome to Par 4 Resort and the Waupaca Convention Center. It is our pleasure to help make your wedding dream a reality.



**PAR 4**  
**RESORT**

BISTRO · BANQUETS · HOTEL · GOLF



Kesha Butzin  
Sales/Marketing/Event Director  
Par 4 Resort

# EVENT SPACE

Rates for single space rental only. Additional fees will apply to rent entire facility and/or on holidays. See Event Planner for pricing.

Space Name	Guest Maximum
Salon B	200
Gazebo Only guaranteed available with a booked dinner reception in the White House Tent venue	200
On-Course No electrical outlets	200
Fairway Room	200
Grand Ballroom >200 allows for plated or family-style food service only	400
Fairway Room	75
White House Tent > 150 allows for plated or family-style food service only	225

*All event spaces are non-smoking, including vapes. Tape, tacks, and nails are not allowed to be used to secure items to any surface. Confetti, silly string, party poppers, loose sand, loose glitter, or the like are prohibited in any facility. Non-adherence to this policy may result in an additional damage/cleaning fee of \$300.*



# POLICIES



## **Deposits & Payments**

All deposits for space rentals are due at the signing of the Catering Sales Event Contract. All deposits are applied to your event total. All deposits are non-refundable and are for the booked date and venue on the Contract. 50% of estimated charges are due 90 days prior to your event. Full payment is due 3 business days prior to the event.

## **Service Charge & Sales Tax**

An 18% service charge and 5.5% state sales tax will be applied to all food and beverages. 5.5% sales tax will be applied to all other rentals. Service charges are taxed under the *Wisconsin Administrative Code*, Wis. Admin Code § Tax 11.87(2)(g)2.

## **Cancellations**

In the event of a cancellation, all deposits are non-refundable. Notice of cancellation five (5) business days or less before the event will require that all charges (including labor, service fees, rentals, and applicable taxes) for the final guarantee or contracted number of guest will be charged.

## **Pricing**

Par 4 Resort makes every effort to maintain pricing; however, there may be increases in prices due to unforeseen changes in market conditions at the time of your event. We require written confirmation that you agree to any pricing changes prior to your event and alternatively, we may, in such event, make reasonable substitutions in menus that will also require written confirmation that you agree.

## **Seating Arrangements**

Guest seating will be at round tables of 8 (Ballroom & Fairway), oval tables of 10 (White House Tent) or 8-foot banquet tables of 8. Head table seating is traditionally 8-ft banquet tables; however, we have alternatives to a traditional head table upon request.

## **Guest Rooms at Comfort Suites**

Discounted sleeping room rates are available to your guests at the Comfort Suites at Par 4 Resort. Rates will vary by season and day/date. Please check with the hotel for availability and pricing if you are interested in reserving guest rooms for your guests. *All sleeping room arrangements are to be attended to by the client and their guests. Cancellations may incur fees through Comfort Suites Hotel.*



# POLICIES

## CONTINUED



### **Entertainment**

Musicians and DJs are booked exclusively by the client and are the client's sole responsibility. All entertainment is subject to prior approval by the venue at least 5 business days prior to the event.

All entertainment must conclude by 12am in the White House Tent venue and by 1am in all other venues. All entertainment is required to set up any equipment prior to the start time of the event.

Live music is NOT allowed in the White House Tent venue. It is the client's sole responsibility to make sure all entertainers are aware of this policy.

### **Lost & Found**

Par 4 Resort cannot be held responsible for damage or loss of any articles or merchandise left, or items left unattended for any amount of time, at the venue prior to or following your event.

The venue does request that you assign a representative to gather valuables at the end of the event (i.e.: cake knife, cards, gifts, etc.). Centerpieces and general décor may be picked up the next morning; however, any items left after that time will be disposed of at the discretion of the venue.

### **Children's Pricing**

Children under 10 years old that will have the same menu items as adults are charged at 1/2 the pricing of the adult meal.

Children under 10 years old can opt for a children's meal:

- Chicken Tenders | Mac & Cheese | Fresh Fruit \$12/meal

### **Carry-Ins**

Wisconsin law does not allow persons to bring their own alcoholic beverages onto a licensed/permitted premises. If carry-ins are brought into any party of the property (excluding your personal hotel room), these carry-ins will be confiscated and disposed of.

Par 4 Resort does not allow for the consumption of any carry-in alcoholic beverages in the parking lots.

Should this become an issue with you or your guests, Par 4 Resort reserves the right to shut down the event without any expectation of a refund.





# SERVICES



## Rehearsal Dinners

Par 4 Resort can provide rehearsal dinner space in conjunction with a wedding reception. Rehearsal dinner space is subject to availability and will require a rental fee in addition to food/beverage purchases.

## Reception - General Information

When you book your wedding/reception with Par 4 Resort the following is included with your space rental:

- Experienced wedding consultant
- Professional service staff & bartender(s)
- On-Site Banquet Chef
- Menu prepared on-site
- Ivory or White linens (table coverings & napkins)
- Skirted head table (staging not included), cake table, gift table & guest book table
- Dance Floor
- Side tables, chairs, flatware, glassware, dishes
- Private Bridal Room with Restroom (Grand Ballroom Only)



White House Tent

# REHEARSAL DINNER

*Menus*

All rehearsal dinner buffets are served with choice of lemonade or iced tea station.

- **Taste of the South Buffet**

Slow-roasted BBQ Ribs, Baked Chicken, Potato Salad, Baked Beans, Buttered Corn, Coleslaw & Seasonal Fresh Fruit

- **Party on the Patio Buffet**

Hamburgers, Chicken Breasts, Brats OR Hot Dogs, Cheese, Lettuce, Tomatoes, Onions, Buns, Condiments, Potato Salad, Baked Beans & Seasonal Fresh Fruit

- **Pizza & Wings Buffet**

Assorted one-topping 16" Pizzas, Caesar Salad, Garlic Bread, Chicken Wings, Ranch, Bleu Cheese and choice of two(2) sauces: Buffalo, Mango Habanero, BBQ, Garlic Parmesan

- **Little Italy Buffet | Add Assorted One-Topping Pizzas +\$3/person**

Pasta, Italian Meatballs, Marinara Sauce, Cheese Tortellini with Alfredo Sauce, Caesar Salad, Garlic Bread

- **Mexican Buffet**

Hard & Soft-shell Tortillas, Shredded Chicken, Seasoned Ground Beef, Refried Beans, Seasoned Rice (choice of Spanish or Cilantro Lime), Lettuce, Tomato, Black Olives, Onions, Shredded Cheese, Sour Cream, Jalapenos & Salsa

- **Hot Sandwich Buffet**

Choice of 2: Sliced Ham, French Dip, Shredded Turkey & Gravy, Sloppy Joes, Shredded Pork (BBQ on the side), Shredded Chicken & Gravy plus assorted Rolls/Breads, Condiments, Garden Salad & House Dressings and Seasonal Fresh Fruit





# TIMELESS

## Package



### This package includes the following:

Family-Style Dinner Service | Dinner Rolls & Butter | Coffee Station | Water | House wine (10 bottles) | Champagne (3 bottles) | Ivory or White Linens | Bar Set-up | Two ½ Barrels of Domestic Beer (\$300 each additional) | 8-section Head Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | Dinner for 2 during 1st Anniversary month at Par 4 Bistro | **Unlimited Soda +\$2.50/person based on guaranteed count.**

### Starter (Choose One (1))

- Tossed Garden Salad & House Dressings
- Coleslaw
- Soup (+\$2/person)

### Entrée (Choose Two (2))

- Baked Chicken
- Chicken Marsala
- Chicken Saltimbocca  
(Chicken Breast, Ham, Asparagus & Creamy Alfredo)
- Chicken Cordon Bleu
- Stuffing Chicken Breast
- Sirloin Beef Tips & Gravy
- Sliced Roast Sirloin & Red Wine Mushroom Sauce
- Baked Ham
- White Wine Baked Haddock
- Door County Cherry Pork Loin
- Vegetarian Ravioli
- Chef-carved Prime Rib (+\$10/person)

### Side Items (Choose Two (2))

- Garlic Mashed Potatoes (with or without gravy)
- Parsley Buttered Red Potatoes
- Baked Potato
- Wild Rice
- Buttered Egg Noodles
- Steamed Whole Green Beans
- Buttered Corn
- Vegetable Medley
- Steamed Asparagus (+\$2/person)
- Honey-glazed Carrots (+\$2/person)

Children 10 years and under \$19.50 per person

Children under 4 years old no charge

*Prices do not include service charge (18%), sales tax (5.5%), or rental fees - 150 Guests Minimum*





# SIGNATURE *Package*



## This package includes the following:

Family-Style Dinner Service | Late Night Snack | Dinner Rolls & Butter | Coffee Station | Water | House wine (10 bottles) | Champagne (5 bottles) | Ivory or White Linens | Bar Set-up | Drape Skirting & Drop Lights on head table | Drop lights on side tables | Menu Tasting for 2 | Two ½ Barrels of Domestic Beer (\$275 each additional) | 8-section Head Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | Overnight Stay on 1st Anniversary month at Comfort Suites at Par 4 Resort | Unlimited Soda +\$2.50/person based on guaranteed count.

### Starter (Choose One (1))

- Tossed Garden Salad & House Dressings
- Coleslaw
- Soup (+\$2/person)

### Entrée (Choose Two (2))

- Baked Chicken
- Chicken Marsala
- Chicken Saltimbocca  
(Chicken Breast, Ham, Asparagus & Creamy Alfredo)
- Chicken Cordon Bleu
- Stuffing Chicken Breast
- Sirloin Beef Tips & Gravy
- Sliced Roast Sirloin & Red Wine Mushroom Sauce
- Baked Ham
- White Wine Baked Haddock
- Door County Cherry Pork Loin
- Vegetarian Ravioli
- Chef-carved Prime Rib (+\$10/person)

### Side Items (Choose Two (2))

- Garlic Mashed Potatoes (with or without gravy)
- Parsley Buttered Red Potatoes
- Baked Potato
- Wild Rice
- Buttered Egg Noodles
- Steamed Whole Green Beans
- Buttered Corn
- Vegetable Medley
- Steamed Asparagus (+\$2/person)
- Honey-glazed Carrots (+\$2/person)

### Late Night Snack (Choose One (1))

16" 1-Topping Pizzas | Build-Your-Own Nacho Bar | Walking Taco Bar | Deli Slider Bar & House-made Chips

Children 10 years and under \$25.50 per person

Children under 4 years old no charge

*Prices do not include service charge (18%), sales tax (5.5%), or rental fees - 150 Guests Minimum*



# PREMIER

## Package



### This package includes the following:

Cocktail Hors D'Oeuvres | Cocktail Hour Cocktails (Single Rail; number based on guaranteed adult count) | Family-Style Dinner Service OR Plated (2 options) Service | Late Night Snack | Dinner Rolls & Butter | Coffee Station | Water | House wine (10 bottles) | Champagne (10 bottles) | Ivory or White Linens | Bar Set-up | Drape Skirting & Drop Lights on head table | Drop lights on side tables | Colored Napkins | Chair Covers | Menu Tasting for 2 | Two ½ Barrels of Domestic Beer (\$275 each additional) | 8-section Head Table Staging & Stairs | Banquet Captain & Service Staff | On-site Event Coordinator | Hotel Suite for Bride & Groom night of event | Preferred Guest Room Rates | Overnight Stay on 1st Anniversary month at Comfort Suites at Par 4 Resort | **Unlimited Soda +\$2.50/person based on guaranteed count.**

### Hors D'Oeuvres (Choose Two (2))

Seasonal Fresh Fruit | Fresh Vegetables & Ranch Dip | Cheese & Sausage Tray with Crackers | Spinach Artichoke Dip & Pita Chips | Beer Cheese Dip & Pretzels

### Starter (Choose One (1))

Tossed Garden Salad & House Dressings | Coleslaw | Soup (+\$2/person)

### Entrée (Choose Two (2))

- Baked Chicken
- Chicken Marsala
- Chicken Saltimbocca  
(Chicken Breast, Ham, Asparagus & Creamy Alfredo)
- Chicken Cordon Bleu
- Stuffing Chicken Breast
- Sirloin Beef Tips & Gravy
- Sliced Roast Sirloin & Red Wine Mushroom Sauce
- Baked Ham
- White Wine Baked Haddock
- Door County Cherry Pork Loin
- Vegetarian Ravioli
- Chef-carved Prime Rib (+\$10/person)

### Side Items (Choose Two (2))

- Garlic Mashed Potatoes (with or without gravy)
- Parsley Buttered Red Potatoes
- Baked Potato
- Wild Rice
- Buttered Egg Noodles
- Steamed Whole Green Beans
- Buttered Corn
- Vegetable Medley
- Steamed Asparagus (+\$2/person)
- Honey-glazed Carrots (+\$2/person)

### Late Night Snack (Choose One (1))

16" 1-Topping Pizzas | Build-Your-Own Nacho Bar | Walking Taco Bar | Deli Slider Bar & House-made Chips

Children 10 years and under \$33.50 per person | Children under 4 years old no charge

*Prices do not include service charge (18%), sales tax (5.5%), or rental fees - 150 Guests Minimum*

# ADDED TOUCHES

Par 4 Resort offers the following rental items to enhance your special day:

Cake Cutting Services	Cut & plate sheet & tier cakes
Chair Covers	White or Ivory (including installation)
Chair Sashes	Variety of colors (including installation)
Colored Napkins	Variety of colors
Table Runners	Variety of colors (including installation)
Head Table Swag Skirt & Lights	White
Drop Lights on side tables	White
Drop Lights on head table	White
Back Drop	White or Ivory Draping, drop lights & décor (Greenery)
Easel	Multiple styles
Outdoor Games	Corn Hole or Giant Jenga
Outdoor Gas Firepit	LP Fire Pit
Grand Entrance Doors	Free-standing doors for outdoor use
Arch	Dark stained wood arch
Chargers	Gold, Silver or Rose Gold available
Card Box	See Event Coordinator for details
Specialty Napkin Folds	Rose, Fleur de Lis, Bishop's Hat, Etc.
Bride and Groom Champagne Flutes (Silver base with entwined heart)	1 set of 2 - 1st come 1st serve
WeFrame One	Ballroom Only - 86" touch screen for slideshows, live feeds, photoooth, etc.

# TASTINGS & MORE

Book a tasting with us to try our menu items when planning your event. Tastings must be booked at least 1 week in advance. Tastings are scheduled 6 - 8 months in advance of your event. Limited to one (1) tasting per event. Additional tastings may be scheduled at full menu pricing.

A maximum of 6 people may attend a scheduled tasting. Tastings are done on the following general schedule and are subject to availability on any given date.

Sundays - any time prior to 1pm

Mondays - any time (last appointment is 6pm)

Thursdays - any time (last appointment is 6pm)

Fridays & Saturdays - any time with the last appointment at 3pm

## FAMILY-STYLE OR BUFFET MEALS

- \$15/person (Bride & Groom)
- \$25/person (Additional Guests)

Includes:

- 4 Entrée Items
- 4 Side Items

## PLATED MEALS

- \$25/person (Bride & Groom)
- \$35/person (Additional Guests)

Includes:

- 2 Plated meals (each may have different side options)

Additional plates may be served and are charged at menu pricing.

## GIFT CERTIFICATES

Par 4 Resort offers gift certificates for purchase, in any denomination, that can be used on the resort at the following places:

- Par 4 Bistro
- Foxfire Golf Club
- Future Banquet Events

Gift certificates make great attendant gifts, holiday gifts, or just-because gifts. See your Event Coordinator or call (715) 942 - 0500 to purchase.



# VENDORS



Par 4 Resort is happy to feature the following services in the area.

## DJ Service

- YO DJ (920) 538 - 2677
- Exceptional Entertainment [www.exceptional-entertainment.com](http://www.exceptional-entertainment.com)
- Wedding Jamz DJ (920) 345 - 0601

## Bakeries | Specialty Desserts

- Libbybug Cookies [libbybugcookies@yahoo.com](mailto:libbybugcookies@yahoo.com)
- Manderfield's Home Bakery (920) 882 - 6500
- Three Angels Dessert Shop (715) 942 - 2354

## Bridal & Formal Wear

- Victorian Bridal (715) 258 - 5557

## Florists

- Inspired by Nature (715) 218 - 5011

## Hair & Makeup

- 715 Beauty [kenzmakeupartist@gmail.com](mailto:kenzmakeupartist@gmail.com)
- Evolutions 23 (715) 630 - 7304



## Photographer | Videographer

- Van Dreele Photography (715) 575 - 3210
- Rachel Jensen Photography (715) 281 - 3581

## Décor & Rentals

- I Do Decorating & Rental Service (920) 299 - 2193
- Countrywide Woodworks (608) 576 - 1552
- Ruby Design (920) 497 - 8309
- Events Everlasting (920) 250 - 5252

## Officiant Services

- Memorable Moments by Kesha Butzin (715) 303 - 9803
- I Do, Weddings by Paul (920) 979 - 1734



# WEDDING PLANNING

## Checklist

### 12 Months

- Choose a wedding date
- Draft a guest list
- Create a wedding website
- Book venue & guest accommodations
- Throw an engagement party
- Book a photographer
- Book a DJ or band
- Take engagement photos
- Order "Save the Date" cards

### 10 Months

- Send out "Save the Date" cards
- Choose your theme
- Plan ceremony & reception décor
- Book caterer & wedding officiant
- Choose (and propose to) bridal party

### 8 Months

- Order gown & any necessary alterations
- Cake/Dessert tasting
- Meet with florist, hair stylist & makeup artist
- Book honeymoon
- Start gift registry
- Schedule tasting & detailing

### 6 Months

- Order bridal party attire & groom attire
- Shop for wedding rings
- Order invitations, RSVP cards, enclosure cards & personalized stamps
- Reserve any rental items

### 4 Months

- Order Thank You cards for gifts
- Plan rehearsal dinner
- Finalize wedding menu
- Choose wedding favor
- Create song list for DJ or band

### 2 Months

- Write vows
- Mail out invitations & RSVP cards
- Order reception details: place cards, menus, personalized favors, labels, etc.

### 1 Month

- Get marriage license
- Bridal shower
- Bachelor/bachelorette party
- Schedule final detailing meeting

### 2 Weeks

- Final fittings
- Contact guests who have not RSVP'd
- Final headcount & seating chart
- Prep any wedding welcome baskets for out-of-town guests

### 1 Week

- Finalize wedding day schedule & make sure all vendors have your lists
- Prepare place cards
- Confirm with vendors (bakery, entertainment, etc.)

### Day Before

- Mani/Pedi for bride & bridesmaids
- Rehearsal ceremony with officiant & wedding party
- Rehearsal dinner
- Bridal party gifts

### After the Wedding

- Complete your name change (if applicable)
- Meet with photographer for any final photos
- Mail out Thank You cards
- Submit your favorite photos or reviews to our The Knot page & WeddingWire