



Wedding Reception

201 Foxfire Drive
Par 4 Resort

Waupaca, WI 54981
(715) 942 - 0500
Sales@par4resort.com

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Welcome

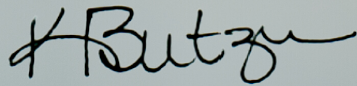
Welcome to Par 4 Resort in beautiful Waupaca, Wisconsin.

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.



**Keshia 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.*

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.

Wedding 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

Rehearsal Dinner Meuns

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

The Reception

M E N U

Plated Dinners

All plated options include a Garden Salad & House Dressings and Dinner Rolls with Butter. All plated meals chosen will require the same side options.

All events offering more than 1 plated option and 1 vegetarian option will incur a split plate fee of \$2 per person

- **Tenderloin & Shrimp**

8 oz. Tenderloin Filet prepared to Medium & a skewer of Garlic Sautéed Shrimp

- **Ribeye Steak**

Ribeye Steak prepared to Medium & Sautéed Mushrooms

- **Atlantic Salmon**

Broiled Herb-Buttered Atlantic Salmon

- **Pork Loin**

Andouille-stuffed Pork Loin **OR** Door County Cherry Sauce Pork Loin

- **Chicken Cordon Bleu**

Chicken Breast topped with Ham, Swiss & Garlic Cream Sauce

- **Mushroom Chicken**

Chicken Breast topped with a Garlic Mushroom Cream Sauce

- **Vegetarian Ravioli**

Mushroom-filled Ravioli with a Garlic Cream Sauce, Sun-Dried Tomatoes, Basil, Asparagus & Asiago Parmesan cheese

- **Stuffing Chicken Breast**

Stuffing topped with a boneless, skinless Chicken Breast & Gravy

- **Chicken Saltimbocca**

Chicken Breast topped with Ham, Asparagus & Garlic Cream Sauce

- **Sliced Roast Sirloin**

Sliced sirloin with a Mushroom Red Wine Sauce

- **Sirloin Beef Tips & Gravy**

Sirloin Beef Tips with Mushrooms, Bell Pepper & Onion in a Beef Gravy

Side Options - Choose 2

- Garlic Mashed Potatoes
- Parsley Buttered Red Potatoes
- Wild Rice
- Parsley Buttered Egg Noodles
- Buttered Corn
- Steamed Whole Green Beans
- Vegetable Medley (Broccoli, Cauliflower & Carrots)
- Honey-Glazed Baby Carrots (+\$2/person)
- Steamed Asparagus (+\$2/person)

The Reception

MENU

Buffets & Family-Style Meals

All meals are served with Dinner Rolls & Butter

- **2-Entrée Buffet | 3-Entrée Buffet**
- **2-Entrée Family-Style | 3-Entrée Family-Style**

Starter - Choose One (1)

- Tossed Garden Salad & House Dressings
- Coleslaw
- Soup (+\$3/person)

Entrée Options

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

Side Options - Choose 2

- Garlic Mashed Potatoes
- Parsley Buttered Red Potatoes
- Wild Rice
- Parsley Buttered Egg Noodles
- Buttered Corn
- Steamed Whole Green Beans
- Vegetable Medley (Broccoli, Cauliflower & Carrots)
- Honey-Glazed Baby Carrots (+\$2/person)
- Steamed Asparagus (+\$2/person)

Cocktail Hour

M E N U

Cold Hors D'Oeuvres

All items are ordered by the "platter" and 1/2 orders are allowed with prior notice. Serving sizes are approximate based on a minimum per person guideline unless otherwise stated.

Jumbo Shrimp Cocktail	12 pcs
Fresh Vegetable Tray & Ranch Dip	Serves 25
Fresh Seasonal Fruit Tray & Dip	Serves 40
Taco Dip & Tortilla Chips	Serves 40
Beer Dip & Tortilla Chips OR Pretzels	Serves 40
Deviled Eggs	Serves 40
Domestic Cheese & Sausage Tray with Crackers	Serves 40
Smoked Salmon and Crackers	6 lb. average

Cocktail Hour

MENU CONTINUED

Hot Hors D'Oeuvres

All items are ordered by the "platter" and 1/2 orders are allowed with prior notice. Serving sizes are approximate based on a minimum per person guideline unless otherwise stated.

Swedish OR BBQ Meatballs	Serves 40
BBQ Cocktail Sausages	Serves 40
Chicken Wings & Sauce (Choice of two (2) BBQ, Garlic Parmesan, Mango Habanero, Buffalo)	Serves 40
Oriental Egg Rolls & Soy Sauce Dip	50 pieces
Chicken Pot Stickers & Soy Sauce Dip	50 pieces
Stuffed Mushrooms (Choice of one (1) Seafood, Sausage or Vegetable)	Serves 50
Spinach Artichoke Dip & Pita Bread	Serves 40
Chicken & Pineapple Satay	50 pieces

Late Night Snack

M E N U

Late night snack includes plates/bowls, forks & napkins. Venue may use appropriate disposable items in lieu of glass or silverware.

16" One-Topping Pizza (GF available upon request)

Build-Your-Own Nachos Buffet

(Seasoned Ground Beef, Nacho Cheese sauce, Fresh Tortilla Chips & Condiments)

Walking Taco Buffet

(Seasoned Ground Beef, Nacho Cheese sauce, Fritos Bags & Condiments)

Deli Sliders & Chips

Mini Ham & Turkey Sandwiches, Trays of Lettuce, Cheese, Tomato & Onion, Condiments & House-made Hot Chips



Grand Ballroom

Beverage

MENU

We offer a large selection of specialty cocktails and wines. Please see your event coordinator for current selections and pricing. Private bars require a bar set up fee of \$250.

Carry-in beverages are NOT allowed per Wisconsin Law. Any carry-ins will be confiscated and disposed of.

We offer the option to purchase beer by the 1/2 barrel. Up to 2 different beers can be available in the Grand Ballroom or the White House Tent. One (1) option can be available in the Fairway.

FROM THE BAR

- **Domestic 1/2 Barrels \$300 each**

Any domestic beer choice based on availability.

- **Craft 1/2 Barrels \$Market Price**

Subject to availability.

Specialty beverage items that are not part of our regular stock may be able to be brought in for your event upon request. Such requests are subject to availability and are required to be purchased through us by the case. Any unopened product can be picked up the next day and applies only to specialty beverages. Any opened product remains the property of the resort.

COCKTAILS & WINE

- **House Wine \$6/Glass or \$21/Bottle**
- **Rail Old Fashion | Manhattan | Martini \$6**
- **Call Old Fashion | Manhattan | Martini \$7**
- **Single Rail Cocktail \$4 | Double Rail Cocktail \$6**
- **Single Call Cocktail \$5 | Double Rail Cocktail \$7**
- **Single Premium Cocktail \$6 | Double Premium Cocktail \$8**
- **Margaritas (Blended or On The Rocks) \$60/gallon** (Blended will require the rental of the Margarator Machine at \$125)

Additional charge of \$1 for any cocktail made with Red Bull or Fruit Juices

Beverage

MENU CONTINUED

NON-ALCOHOLIC OPTIONS

- **Bottled Beverages \$3/bottle**

Can be charged on consumption. We offer Pepsi Products, Bottled Water & Bottled Gatorade (seasonal).

- **Coffee \$60** (serves approx. 100 cups in total | refilled one time, no charge)

Regular & Decaffeinated served with creamer, sugar, sugar substitutes, cups & stir sticks

- **Fruit Punch \$25/gallon**

House-made mix of juices, citrus slices & clear soda

- **Fountain Soda \$3/glass or \$3/person based on guaranteed count**

Assorted Pepsi products including lemonade, root beer & iced tea

- **Kiddie Cocktails (Shirley Temple) \$4/glass**

Grenadine, clear soda & cherries



Gazebo Ceremony Site

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)
Staging for Head Table	2 sections per 8ft table required (Stairs included)

Added Touches

CONTINUED

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 - first 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
- Wedding Jamz DJ (920) 345 - 0601

Bakeries | Specialty Desserts

- Libbybug Cookies 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
- Evolutions 23 (715) 630 - 7304

Photographer | Videographer

- Van Dreel 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 favors
- ☑ 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