



FREQUENTLY ASKED QUESTIONS

What spaces make up the Clubhouse at the Presidio Golf Course?

The Clubhouse consists of golf shop and the Presidio Café. The Café is open for breakfast and lunch from 7am – 3pm, Monday – Friday and from 7am – 2pm, Saturday and Sunday. The Palmer Room is an intimate room within the Café, that is either open to seating for the Café or can be made private by closing the pocket doors between the two spaces, to accommodate small private events.

When can I hold events at the Clubhouse?

The Palmer Room can accommodate events between the hours of 7am – 11pm Sunday – Friday and 7am – 2pm on Saturdays (a buyout of the entire space is required on Saturday evenings).

The Café can accommodate events between the hours of 5pm – 11pm, every day (music must be off by 10pm in the tented terrace). We allow up to 4 hours for your event, with an extra hour for weddings.

Can I bring in my own food or hire an outside caterer?

All food and beverage items are provided exclusively by our in-house Chef and Catering team. The Presidio Café does not allow any outside catering with the exception of cakes (cake cutting fee of \$3.00+ applies) and wine or champagne (\$20.00+ per 750ml bottle/corkage fee applies).

Do I have to select the menu today?

No – your menu selection and event details will be requested at least 30 days prior to your event; however, your menu selections are gladly accepted as soon as possible. All menu choices and beverage options should be confirmed ten (10) days prior to the event date.

When do I need to decide on a menu and when is my guarantee due?

The number guaranteed will be considered a final count and cannot be decreased. We will prepare for 5% over your guarantee as a courtesy; however additional guests will be part of your onsite guest count and will be billed accordingly. It is the responsibility of our clients to pay for the actual attendance or guaranteed guest count, whichever is greater. While we will do our best, we cannot guarantee our ability to accommodate additional guests when we have not been notified.

Entrée Selections: We are happy to offer a maximum of two choices, plus a selected vegetarian option. Specific entrée choice and quantity (precounts) is the responsibility of the client and is to be confirmed ten (10) days prior to the event date, along with the final guaranteed attendance. Please provide an entrée card, escort card or place card indicating the choice of entrée for each guest. These cards should be in alphabetical order and turned over to the Event Sales Director or Event Manager no less than twenty-four (24) hours prior to the event.

What is required to ensure we reserve our event at the Clubhouse?

A signed contract guaranteeing date, space, time and food and beverage minimum, in addition to a non-refundable 50% deposit is required. The deposit amount is calculated based on the room rental fee, in addition to the food and beverage minimum. Once received, you can begin planning your special day! No event is scheduled or committed without a signed contract and deposit.

Do you have a preferred vendor list available?

Yes – we have a list of vendors we recommend, but it is not a requirement to hire them.

Do you coordinate all of our vendors for us?

With the exception of upgraded linen and specialty chair rentals, we do not contract your vendors because of the importance of your personal relationship with them to create your special day. It is important that you advise your Event Sales Director in regard to deliveries and pick-up arrangements for any outside vendors contracted.

Is there a minimum number of people we have to guarantee to have our wedding at the Clubhouse?

No, there is a \$1,500 Ceremony Fee should you require a ceremony site (regardless of the guest list size). The venue will have a food and beverage minimum, as well as a room rental fee. The food and beverage minimum is the amount you will be responsible for spending before tax and service charges are applied. You can add on Ceremony Coordination for only \$400.00.

What linens do you provide?

Colored linens and white napkins are included in the room rental fee. Upgraded linen is available (rental company to provide costs).

What size dinner tables do you provide?

60” round tables that comfortably seat 10 people (with our house white dining chairs). Long banquet tables can also be provided, upon request. Cocktail rounds are provided for the cocktail hour.

Do you provide a dance floor?

Yes – we provide a dance floor (if needed), up to 18’x18’. The dance floor is included in the room rental fee. If a bigger dance floor should be requested, the Event Sales Director can assist with securing rental from a local vendor; rental fees will apply. Evening only.

What else does the Clubhouse provide to service my event?

The Clubhouse provides Tables, Chairs, Colored Poly/Cotton Linens and White Napkins, Dinnerware and Three (3) votive candles per dining table and One (1) per cocktail table. In addition, we also provide the staffing (servers and bartenders), as well as event coordination, on-site event manager and set up of the placecards, escort cards, guest book, and favors.

When do I or my vendors have access to the space for setup?

Setup begins two (2) hours prior to the start of the event, at which time your vendors can arrive with their flowers, equipment, etc.

Can I extend my wedding reception and/or dinner past the four (4) or five (5) hours?

Yes – however, there is an additional fee of \$500 per hour. Music must still cease by 11:00 pm in the Clubhouse (and 10:00 pm at in the tented terrace).

Do you provide a food tasting?

Yes, with a signed contract and deposit. We offer complimentary tastings for up to four (4) people, for events with a minimum of 50 guests attending and a minimum of \$5,000 in contracted F&B. Please contact the Event Sales Director to set up a tasting date.

Is there a special price for vendors?

Yes – they are provided an entrée at \$35 per person and are offered the same entrée choices as the guests.

Is electricity provided to our musicians?

Yes – we can arrange for power (not actual equipment, i.e. speakers, mixers, etc) for any type of entertainment. Please contact the Event Sales Director for high voltage requirements.

Is a gratuity included in the 21% service charge?

Yes-15% of the 21% service charge is given to the wait staff for gratuity (**this does not include managers; they are not included in tips**). The additional 6% is used to handle in-house costs. **Please let your Event Sales Director know if you would like to leave a gratuity for any of your event managers.**

Will you be present for our wedding?

The Director of Sales will facilitate the set-up for your wedding and reception. If you choose to add on rehearsal coordination for your ceremony, we will be present to facilitate that portion, as well (for a fee of \$400). The Director of Sales will introduce you to the banquet manager/supervisor as your contact for the evening in advance.