



Heidelberg Country Club Reception Packages

Updated February 2023

*“Heidelberg Country Club . . .
Creating wedding reception memories
you’ll cherish forever !”*

In addition to the following Reception Packages, contact the sales office or visit our website at www.heidelbergcc.com to view our ala carte banquet menu selections for:

- * Group Golf Outings, * Anniversaries, * Graduations, * Birthdays,
- * Family Reunions, Retirements, * Funeral Dinners, * Proms, * Fundraiser,
- * Political Events, * Seminars, * Conferences, * Meeting Spaces.

Sales Office
610-488-1031 x-3003
sales@heidelbergcc.com

Heidelberg Country Club
P.O. Box 309 / One Clubhouse Drive / Bernville PA 19506
Located 10 minutes north of the Reading Airport, just off Route 183

Heidelberg Country Club **EVENT POLICIES**

Thank you for considering Heidelberg Country Club as a possible host for your upcoming event. We welcome non-member banquet business, and hope you find our experienced staff and elegant venue the perfect fit for your event. If you are interested in visiting the Heidelberg facility, please phone the Sales Office to setup a showing appointment.

TENTATIVE / CONFIRMED DATES: A tentative "Hold" on a date and event space will be reserved for a period of two weeks. At the conclusion of that time, a decision must be made by the Client to confirm or cancel the hold. If no contact is made at the end of the two weeks, the date will be released and made available again for sale.

DEPOSITS: A \$1,000.00 date confirmation deposit is required for events. An event is not confirmed until the deposit and appropriate booking paperwork is received. If booking one of our reception packages, a second \$1,000.00 deposit is required at the time of vendor selections. All deposits will be applied to your final event total with the event balance due and payable one week in advance of your actual event. If you cancel a confirmed event, all confirmation deposits will be forfeited and will not be returned.

ROOM AVAILABILITY: Saturday use of the Ballroom for a wedding reception requires use of Elegance, Opulence or Grandeur Reception Packages. These packages are available any day of the week, but packages always require a 100 person guaranteed minimum. The Classic Reception Package is not offered for Saturdays events. Groups less than 100 persons are welcomed on days other than Saturday, and may choose from our ala carte menu selections if desired.

Wedding ceremony setups are available for a chair and arch setup fee of \$500.00. Our outside location (not covered) has a seating capacity (theater style) of 200. A rain backup plan is required, and can include renting a tent, or holding the ceremony indoors on the dance floor. Weddings held on the dance floor, with guests seated at their dinner tables are not charged an additional fee. Determination of ceremony location is required 48 hours in advance of the ceremony. Setup fee is charged once setup is completed, regardless of usage. Those wanting on-site time and space for ceremony rehearsal—will be provided times that are available. Flexibility regarding available times will be necessary due to other booked events at HCC. All event arrangements including timing, menu, and setup requests are required 2 weeks prior to the event, and must be detailed in our event contract and agreed to by authorized representative's of HCC. No verbal communications are honored or accepted.

BAR SETUPS: All Saturday receptions include an open bar. Friday and Sunday events have the choice of an open, consumption, or cash bar. Cash bars require a \$75.00 setup fee. Pennsylvania state laws forbid the sale to, or consumption of alcoholic beverages by anyone under the age of twenty-one. HCC reserves the right to require proper identification and to enforce state laws as to a person age. When in the club's opinion an attendee is visibly intoxicated or we feel the attendee has had enough to drink, the club may refuse to serve them. It is also Club policy that we do not offer "shots" of alcohol.

SPECIAL NOTES: It is Club policy that all food and beverage must be purchased through HCC and should not be removed from the club by the Client or attendees. Any items you wish to bring in for your event, (favors, decorations, setups, etc.) require prior written consent from the Club. Clubhouse access for receptions is restricted to the upper level only. The lower level restaurant and bar is for our private membership. Taste testing of banquet entrées is not included in package pricing, but may be added for an additional fee.

GUARANTEED COUNTS: A guaranteed count (the exact amount of food we order and bill you for) must be provided to the club (7) seven business days prior to the event date. Payment of this guarantee is due regardless if actual attendance is less. If the attendance exceeds the guarantee number, HCC will make every effort to accommodate them, but will not be obligated to do so. All additional guests shall be billed accordingly.

PRICES / PAYMENT POLICY: Prices quoted in this banquet packet may be subject to change. Detailed contract price increases shall not exceed 10% per calendar year. Your contracted price will be established and guaranteed 2 months (60 days) prior to your event date. The confirmation deposit(s) received will be credited to the event total, and the balance is due one week in advance of your event. All prices listed are subject to a 20% service charge and 6% PA state sales tax.

Any and all additional contract details shall be detailed on our event contract.

Beverages

(Descriptions were updated 1/2022)

WEDDING and ALA CARTE **BEVERAGE BAR SERVICE INFORMATION**

HOUSE BRAND Bar Description:

HCC selection of Vodka, Whiskey, Rum, Scotch, Gin, Bourbon, Peachtree Schnapps, Amaretto, Kahlua Sweet and Dry Vermouth, Chablis, Rose, Cabernet, all juices, mixers, and sodas (coke, diet, sprite). Miller Lite Draft Beer, and Yuengling Lager Bottles

CALL BRAND Bar Description:

Tito Vodka, Seagrams Whiskey, Captain Morgan Rum, J & B Scotch, Beefeater Gin, Old Granddad Bourbon, Peachtree Schnapps, Amaretto, Kahlua, Sweet and Dry Vermouth, Chardonnay- Zinfandel -Cabernet wines, all juices, mixers and sodas (coke, diet, sprite) Miller Lite Draft Beer, Yuengling Lager Bottles

BEVERAGE NOTES:

*All served dinner package pricing includes Coffee, Tea, & Iced Tea during the dinner hour. Sparkling Cider can be substituted for the Champagne Toast if desired.

* All alcohol must be purchased through Heidelberg Country Club.

* Opulence and Grandeur Packages includes wine and soda service (provided by the glass by our server) during the dinner hour

* Grandeur Package includes the upgraded Call Brands as part of the package.

* Call Brands may be added to House Brand packages for an additional fee of \$6.00/person plus tax and gratuity for the 4 hour duration.

* Proper ID is requested of guests, must be age 21 or older / shots of alcohol are not permitted at any event.

* HCC bartender policy:

80 GUESTS OR MORE

Parties for 80 guests or more, the bar is staffed with two bartenders during the cocktail hour.

200 GUESTS OR MORE

* Parties for over 200 guests will have additional bartenders added at no additional charge.

Heidelberg Country Club

P.O. Box 309, Bernville Pennsylvania / Telephone (610) 488-1031
www.HeidelbergCC.com

Heidelberg Package Vendors

Susan Weissert
A&D C/D
FLORAL ARTIST

2129 PENN AVENUE
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Mary R. Harris
Sales Associate



2389 Bernville Road (Rte 183)
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**Heidelberg Country Club's
CLASSIC Wedding Reception Package**

\$ 60.50 per person (100 person minimum)
plus 6% sales tax, plus 20% service charge (price updated 2/16/23)

*The Classic Package is available Monday - Fridays and Sundays
please contact the sales office for availability.*

• **Cocktails and Hors D'Oeuvres Hour**

Hour 1

One hour *CASH* House Brand Bar (open bar upgrade available)

Cheese and Fruit Display PLUS Choice of THREE passed HDO's
Cocktail Franks in Puff Pastry * Cajun or Swedish Meatballs * Egg Rolls
Mushrooms stuffed with Sausage * Mini Quiche * Sesame Chicken Skewers
Potato Pancakes w/sour cream & applesauce
Cream Cheese stuffed Jalapenos * Coconut Shrimp
Smoked Chicken and Cheese Quesadillas * Beef Satay Skewers

• **Dinner Hour**

Hour 2

Champagne toast for all
Tossed Garden Salad with choice of dressings
Rolls & Butter * Coffee, Tea, Iced Tea during dinner

Entrée choices: (limit 2)

Chicken w/Bread Stuffing & Country Gravy *
Chicken Heidelberg * Cajun Chicken with crab tomato salsa
Sliced Beef Brisket (Beef Gravy or Marsala Mushroom)
Broiled Flounder w garlic thyme butter *
Grilled Frenched Pork Chop w dijon mustard sauce

Choice of Two Accompaniments

Baked Potato * Roasted Red Potatoes * Duchess Potatoes * Rice Pilaf
Green Beans Almondine * Broccoli Normandy * Brussel Sprouts *
Sugar Snap Peas * Herb Buttered Baby Carrots

• **Three additional hours of *CASH* House Brand Bar after Dinner**

Hours
3-4-5

HCC includes the following in our packages:

Wedding Cake Ala Mode

Beautifully decorated white cake and buttercream frosting served with ice cream (your choice of style)

"Fresh Seasonal" Color Coordinated Flower Table Centerpiece

Centerpiece on Bridal and Guest Tables (your choice of style)

Four consecutive hours of DJ

one hour during dinner, three hours after dinner

Honeymoon Suite

bridal suite (based on availability) with complimentary deluxe continental breakfast

Per person pricing includes the following amenities:

On-site Wedding Reception Coordinator / Round Guest Tables, Linen Tablecloths and Napkins /
all China, Glassware, and Silverware / No room setup or cleanup fees.

NOTES: Under-age-21 special entrée and pricing available / Special Dietary entrees available /
Full open bar pricing available to add to Classic Package (additional charge)
On-site ceremony space available (additional charge)

Heidelberg Country Club's
ELEGANCE Wedding Reception Package
\$ 85.00 per person (100 person minimum)

plus 6% sales tax, plus 20% service charge (price updated 2/16/2023)

• **Cocktails and Hors D'Oeuvres Hour**

Hour 1

One hour OPEN House Brand Bar

Choice of FIVE passed HDO's

Cocktail Franks in Puff Pastry * Cajun or Swedish Meatballs * Egg Rolls
Mushrooms stuffed with Sausage * Mini Quiche * Sesame Chicken Skewers
Potato Pancakes * Cream Cheese stuffed Jalapenos
Coconut Shrimp * Mini Breaded Crab Cakes
Smoked Chicken and Cheese Quesadillas * Beef Satay Skewers

• **Dinner Hour** (bar closed during dinner)

Hour 2

Champagne toast for all

Tossed Garden Salad with choice of dressings

Rolls & Butter * Coffee, Tea, Iced Tea during dinner

Entrée choices: (limit 2)

Chicken w/Bread Stuffing & Country Gravy * Chicken Francaise (lemon garlic sauce)
Chicken Heidelberg * Chicken Cordon Blue w/ dijon sauce
Sliced Beef Brisket (Beef Gravy or Marsala Mushroom Sauce)
Broiled Salmon with lemon dill cream sauce
Broiled Flounder w/ garlic thyme butter * Grilled Frenched Pork Chop w/ rosemary sauce

Choice of Two Accompaniments

Baked Potato * Roasted Red Potatoes * Duchess Potatoes * Rice Pilaf
Green Beans Almondine * Broccoli Normandy Brussel Sprouts *
Sugar Snap Peas * Herb Buttered Baby Carrots

• **Three additional hours of OPEN House Brand Bar after Dinner**

Hours
3-4-5

HCC includes the following in our packages:

Wedding Cake Ala Mode

Beautifully decorated white cake and buttercream frosting served with ice cream (your choice of style)

"Fresh Seasonal" Color Coordinated Table Flower Centerpiece

Centerpiece on Bridal and Guest Tables (your choice of style)

Four consecutive hours of DJ

one hour during dinner, three hours after dinner

Honeymoon Suite

bridal suite (based on availability) with complimentary deluxe continental breakfast

Per person pricing includes the following amenities:

*On-site Wedding Reception Coordinator / Round Guest Tables, Linen Tablecloths and Napkins /
all China, Glassware, and Silverware / No room setup or cleanup fees.*

NOTES: *Under-age-21 special entrée and pricing available / Special Dietary entrees available /
Full open bar pricing available to add to Classic Package (additional charge)
On-site ceremony space available (additional charge)*

**Heidelberg Country Club's
OPULENCE Wedding Reception Package**

\$105.00 per person (100 person minimum)

plus 6% sales tax, plus 20% service charge (price updated 2/16/23)

• **Cocktails and Hors D'Oeuvres Hour**

Hour 1

One hour Open Bar (house brands)

Displayed Cheese, Fruit and Crudités presentation

Choice of FIVE passed HDO's

Cocktail Franks in Puff Pastry * Cajun or Swedish Meatballs * Egg Rolls * Mini Quiche
Mushrooms stuffed with Sausage * Sesame Chicken Skewers * Beef Satay Skewers
Potato Pancakes * Smoked Chicken & Cheese Quesadillas
Cream Cheese Stuffed Jalapenos * Cheese Steak Spring Rolls
Mini Breaded Crab Cakes * Coconut Shrimp

• **Dinner Hour** (bar closed except for wine and soda)

Hour 2

Wine and Soda included during dinner / Champagne toast for all

Tossed Garden Salad with choice of dressings

Rolls & Butter * Coffee, Tea, Iced Tea during dinner

Entrée Coices: (limit 2)

* Chicken Heidelberg * Chicken Cordon Blue (with Dijon sauce)
Chicken Marengo (tomato, onion, black olives, garlic white wine sauce)
Sliced Beef Brisket (Beef Gravy, or Bourbon Sauce, or Marsala sauce)
Sliced Beef Tenderloin in demi glace
Chicken stuffed with lump crabmeat in lemon dill cream sauce
Flounder stuffed w crabmeat in lobster cream sauce *
Broiled Salmon with a lemon dill or tomato salsa * Roast Pork Loin port wine rosemary sauce

Choice of Two Accompaniments

Baked Potato * Roasted Red Potatoes * Duchess Potatoes * Rice Pilaf *
Green Beans Almondine * Broccoli Normandy * Brussel Sprouts *
Sugar Snap Peas * Herb Buttered Baby Carrots

• **Three Hours of (house brand) Open Bar after Dinner**

Hours
3-4-5

Amenities included in the Opulence Package (see vendor sheet for locations)

Professionally printed Invitations package

Floor Length Linens with colored topper

Wedding Cake Ala Mode

Beautifully decorated white wedding cake with buttercream frosting served with ice cream
(your choice of style)

Fresh Seasonal Color Coordinated Table Flower Centerpiece with votive candles

Centerpiece on Bridal and Guest Tables (your choice of style)

Four consecutive hours of DJ

(one hour during dinner, three hours after dinner)

Honeymoon Suite

Jacuzzi suite (based on availability) with complimentary deluxe continental breakfast

Per person pricing includes the following amenities:

On-site Wedding Reception Coordinator / Round Guest Tables, Linen Tablecloths and Napkins /
all China, Glassware, and Silverware / No room setup or cleanup fees.

NOTES: Under-age-21 special entrée and pricing available / Special Dietary entrees available /
Full open bar pricing available to add to Classic Package (additional charge)
On-site ceremony space available (additional charge)

Heidelberg Country Club's
GRANDEUR Wedding Reception Package

\$135.00 per person (100 person minimum)
plus 6% sales tax, plus 20% service charge (price updated 2/16/23)

<ul style="list-style-type: none">• <u>Cocktails and Hors D'Oeuvres Hour</u> * One hour Open Bar (call brands) * Displayed Cheese, Fruit and Crudités presentation Choice of FIVE passed HDO's Mini Beef Wellingtons * Scallops wrapped in Bacon * Breaded Shrimp * Coconut Shrimp * Mushrooms stuffed with crabmeat Cocktail Franks in Puff Pastry * Mini Breaded Crab Cakes Egg Rolls * Mini Quiche Mushrooms stuffed with Sausage * Sesame Chicken Skewers * Beef Satay Skewers * Potato Pancakes * Smoked Chicken & Cheese Quesadillas Cream Cheese Stuffed Jalapenos * Cheese Steak Spring Rolls * Cajun or Swedish Meatballs	Hour 1
<ul style="list-style-type: none">• <u>Dinner Hour</u> (bar close except for wine and soda) * Wine and Soda during dinner * Champagne toast for all * Shrimp Cocktail appetizer (available at \$market price/person upgrade) Tossed Garden Salad with choice of dressings Rolls & Butter * Coffee, Tea, Iced Tea during dinner <u>Entree Choices - (limit 2 main entrees)</u> Two Jumbo Lump Crab Cakes Fillet of Halibut with black sturgeon caviar in an orange saffron scented fume' Broiled Salmon with lobster cream sauce * 8 oz Filet Mignon Sliced Tenderloin in demi glace sauce Chicken Breast stuffed with lump crabmeat in lemon dill cream sauce <u>Upgrade: Sliced Beef Tenderloin & Lobster tail combo (available at Market Price)</u> sliced hormone and antibiotic free 6 oz Beef Tenderloin in a red wine demi-glaze with a 6 oz Cold Water Lobster Tail Choice of Two Accompaniments Baked Potato * Roasted Red Potatoes * Duchess Potatoes * Long Grain Wild Rice Pilaf * Seasonal Vegetable Medley * Green Beans Almondine * Broccoli Normandy * Brussel Sprouts * Sugar Snap Peas * Herb Buttered Baby Carrots	Hour 2
<ul style="list-style-type: none">• <u>Three Hours (call brands) Open Bar after Dinner</u>	Hours 3-4-5
<ul style="list-style-type: none">• <u>Specialty Sweet Station after dinner</u> Assorted Chocolate Covered display of Strawberries, Bananas, Oreos, Pretzels and Cream Cheese Delights	
<p>Amenities included in the Grandeur Package (see vendor sheet for locations)</p> <p style="text-align: center;"><u>Printed Invitation package with local printer</u> <u>Floor Length Table Cloths in Satin, Silk or Damask</u> <u>Wedding Cake Ala Mode</u> Beautifully decorated wedding cake served with ice cream (your choice of style) <u>Fresh Seasonal Color Coordinated Flower Centerpiece with votive candles</u> Centerpiece on Bridal and Guest Tables (your choice of style) <u>Four consecutive hours of DJ</u> (one hour during dinner, three hours after dinner) <u>Honeymoon Suite</u> Honeymoon suite (based on availability) with complimentary deluxe continental breakfast <u>Per person pricing includes the following amenities:</u> On-site Wedding Reception Coordinator / Round Guest Tables, Linen Tablecloths and Napkins / all China, Glassware, and Silverware / No room setup or cleanup fees.</p> <p><u>NOTES:</u> Under-age-21 special entrée and pricing available / Special Dietary entrees available / Full open bar pricing available to add to Classic Package (additional charge) On-site ceremony space available (additional charge)</p>	

Heidelberg Country Club **POLICIES AND PROCEDURES FOR EVENTS**

Thank you for considering Heidelberg Country Club as a possible host for your upcoming event. We welcome non-member banquet business, and hope you find our experienced staff and majestic venue the perfect fit for your event. If you are interested in visiting the Heidelberg facility, please phone the Sales Office to setup a showing appointment. Serving the Berks County community and beyond for over 50 years, Heidelberg Country Club would look forward to hosting your event!

TENTATIVE / CONFIRMED DATES: A tentative hold on a date and space for a banquet or golf event will be reserved for a period of two weeks. At the conclusion of that time, a decision must be made by the Client to confirm or cancel the hold. If no contact is made at the end of the two weeks, the date will be released and made available again for sale.

DEPOSITS: A date confirmation deposit is required to reserve a date. An event is not confirmed until the deposit and appropriate booking paperwork is received. The deposit amount will be determined by the Sales Office based on the type of event you are booking. All deposits will be applied to your final event total, and the balance due is payable one week in advance of your event. If you cancel a confirmed event, all confirmation deposits are forfeited and will not be returned.

ROOM AVAILABILITY: Saturday use of the Ballroom for a wedding reception requires use of Elegance, Opulence or Grandeur Reception Packages. These packages are available any day of the week, but packages always require a 100 person guaranteed minimum. The Classic Reception Package is not available on Saturdays. Groups less than 100 persons are welcomed on days other than Saturday, and may choose from our ala carte menu selections.

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GUARANTEED COUNTS: A guaranteed count (the exact amount of food we order and bill you for) must be provided to the club (7) seven business days prior to the event date. Payment of this guarantee is due regardless if actual attendance is less. We do not accept any changes to the event details or counts after the guarantee date. If the attendance exceeds the guarantee number, we will make every effort to accommodate them, but we are not responsible for doing so.

PRICES / PAYMENT POLICY: Prices quoted in this banquet packet and on the actual event details order may be subject to increase in costs of commodities, labor, or taxes (not to exceed 10% per calendar year.) Your contracted price will be established and guaranteed 3 months (90 days) prior to your event date. The confirmation deposit(s) received will be credited to the event total, and the balance is due one week in advance of your event. All prices listed are subject to a 20% service charge and 6% PA state sales tax.

HEIDELBERG COUNTRY CLUB updated 1/1/2022
PO Box 309 One Clubhouse Drive Berville, PA 19506
610-488-1031