

# The Oak Room



## Wedding Receptions

On-site Wedding Ceremony Area Options Available

3350 West Oak Street  
Lebanon, Pennsylvania 17042  
717.274.2212

weddingsatroyaloaks.com  
info@weddingsatroyaloaks.com

## *On-Site Outdoor Wedding Ceremony Area Rental*

**\$1,000.00**

### **Pricing Includes:**

Scheduled Property Access for Engagement Photos  
Two (2) Hour Ceremony Rehearsal Scheduled Prior to Wedding Date  
Specified Ceremony Area  
Ceremony Area Access for Setup After 9am Day of the Event  
One (1) Hour Ceremony Service Prior to Reception Beginning

Ceremony Plastic Chair Rental - \$3.00 per chair  
Ceremony Resin Chair Rental - \$5.00 per chair  
(includes setup)

## *Indoor Reception Room Rental*

**\$2,500.00**

### **Pricing Includes:**

Guaranteed Reception Area Access on Event Date from 10:00am-11:00pm  
Property Access for Photo Opportunities  
Royal Oaks Staffing for a Five (5) Hour Time Frame with Guests  
Tables & Chairs for up to 180 Guests  
Reception Room Set Up & Clean Up  
90" White Linens for Guest Tables

*Floor Length White Linens with Colored Linen Accents for Main Tables:*

Bridal Party, Buffets, Beverage, DJ, Gift & Place Card Tables

*Choice of a Centerpiece:*

Charger Plate, Hurricane Shade with a Flameless Pillar & Colored Gems

*or*

Charger Plate, Cylinder Vase with Gems, Water & Floating Candle  
Plates, Flatware, Glassware, Linen Napkins, Plastic & Paper Products

Staff Serves the Bridal Party Table

Wedding Cake Cutting and Serving if Applicable

Outdoor Reception Option Available ~ Contact for Pricing

# Wedding Buffet Dinner Information

Catering Exclusively Provided by Royal Oaks Golf Club  
Food & Beverage Pricing Per Person Includes:

## Set Champagne Toast

## Non-Alcoholic Beverage Table

Lemonade, Unsweetened Iced Tea, Sodas at the Bar, Coffee & Water

## Buffet Appetizers

Choice of Three

**Additional Selections +\$1.50 pp per Choice**

Cocktail Meatballs with Sweet Sauce or Pasta Sauce	Cold Spinach Dip with Crackers
Cheese Cubes with Mustard Dip & Crackers	Assorted Vegetables with Ranch Dip
Fresh Fruit Assortment with Dip	Caprese Skewers
Cubed Sweet & Ring Bologna	Boneless Wings with Celery & Dressing
Chicken Bacon Wraps with Ranch Dip	Jalapeno Popper Dip with Crackers
Dried Chipped Beef Dip with Crackers	Tomato & Basil Crostini
Roast Beef Crostini	Buffalo Chicken Dip with Tortilla Chips
Cranberry Brie Bites with a Hint of Rosemary	Shrimp Cocktail Cups with Cocktail Sauce +\$3 pp
Warm Crab Dip with Crackers +\$1.50 pp	Mini Crab Cakes with Aioli +\$2.50 pp

## Salad Station

Mix Green Salad with Toppings & Choice of Dressings

Fresh Rolls & Butter

## Buffet Entrées

Choice of Two

**Additional Selections +\$2.95 pp per Choice**

Baked Pasta with Side of Meatballs	Pasta Alfredo with Broccoli & Chicken
Meat Lasagna	Vegetable Lasagna
Pasta with Mild Sausage, Peppers & Onions	Shrimp Scampi over Pasta +2 pp
Grilled Chicken Breast ~ Italian Seasoned or BBQ Sauce	Filling Stuffed Chicken Breast
Chicken Parmesan	Chicken Cordon Bleu
Herb Cheese Stuffed Chicken	Grilled Chicken with Mango Salsa
Fried Southern Chicken	Baby Back BBQ Ribs
Roasted Pulled Pork & BBQ Sauce	Slow Roasted Beef with Gravy Side
Sliced Beef Tenderloin with Béarnaise +\$3 pp	Baked Crab Cake with Aioli +\$4 pp

## Buffet Sides

Choice of Three

**Additional Selections +\$1.00 pp per Choice**

Sweet Buttered Corn	Glazed Baby Carrots	Seasoned Green Beans
Vegetable Medley	Sweet Peas	Baked Creamy Corn
Herb Roasted Red Potatoes	Buttery Mashed Potatoes	Garlic Mashed Potatoes
Baked Macaroni & Cheese	Roasted Sweet Potatoes & Brown Sugar	Mashed Sweet Potatoes
Cilantro & Lime Rice	Long Grain White Rice	Baked Beans
Red Skinned Potato Salad	Amish Macaroni Salad	Cole Slaw
Choice of Pasta Salads	Corn on the Cob	Fruit Salad

## \$39.00 Per Person

Children Ages 0-5 Free / Children Ages 6-10 \$30.00 pp

**Prices are Subject to Change, 6% Sales Tax and 20% Service Charge**

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness

# Wedding Alcoholic Beverage Services and Pricing

The serving of alcoholic beverages is limited to persons of legal age as stated by the laws of Pennsylvania. Compliance with these laws requires that Royal Oaks Golf Club provide ALL alcoholic beverages. Liquor or alcohol of any kind CANNOT be brought into the facility or on the property by outside sources. Our bartender must serve all alcoholic beverages. There is a \$50 per hour bartender service fee on all events. All open or light bars are billed per drink based on consumption throughout the event plus a 20% service charge. The final bar balance will be due at the conclusion of the event. Cash bar pricing varies.

House Brands \$5	Double House Drinks \$8	Premium Brands \$7
Double Premium Brands \$11	House Wine Glass \$6	Select Wine Glass \$8
Domestic Bottled Beer \$3.50	Imported Bottled Beer \$4.50	Champagne Bottle \$25

## Wedding Linen and Other Rentals

### Linen Pricing (Choice of Colors)

90" Length (half way)	\$12.00 each
108" Length	\$15.00 each
120" Length (to the floor)	\$16.00 each
60x120 Cloth Linen	\$9.50 each
54x54 Cloth Overlay	\$8.25 each
72x72 Cloth Overlay	\$8.50 each
90x90 Cloth Overlay	\$14.50 each
90x132 Cloth Linen	\$17.25 each
90x156 Cloth Linen	\$18.25 each
Runners/Sashes	\$2.00 each
White Chair Covers	\$3.00 each

*Contact for Other Patterns & Materials*

### Other Rental Pricing

Plastic Chairs	\$3.00 each (colors choices available)
Resin Chairs	\$5.00 each (colors choices available)

*Setup Fee Included*

# Wedding Event Policies and Information

**Facility Details** ~ Our event facility accommodates groups up to 180 guests and features floor to ceiling windows overlooking our beautiful golf course. Royal Oaks Golf Club prides itself on our delicious food selections.

**Deposit, Balance Payments and Food Minimums** ~ In order to reserve a Wedding Event date a **\$2,500 non-refundable deposit** is required. Remaining balance must be paid in full ten (10) days prior to event and the bar balance paid in full upon conclusion of your event. There will be a 1.5% late fee charge per day on late balance payments. Deposit & balance payments accepted in the forms of Cash, Check or Credit Card. Checks should be made payable to Royal Oaks Golf Club. Credit Card payments will have an additional 3% percentage added to the processed amount. Food & Beverage Minimums are \$1,000 Sundays through Fridays and \$3,000 Saturdays.

**Cancellation or Rescheduling Policy** ~ Cancellations made between 7-14 days of the scheduled event will be charged 25% of the estimated cost, which includes facility rental, catering services, and other arrangements that have been made at that time. Cancellations made within 6 days of the scheduled event will be charged 50% of estimated event costs. Please note, cancellation fees cannot be applied to future events. Rescheduled events must give 120 day notice otherwise a fee of \$500 will be applied. The rescheduled date must be within 12 months of original event date and pay prices that are current for new date of event which is based on availability. Deposit can be applied against the rescheduled date.

**Room Rental** ~ Wedding Room Rental Fee is \$2,500 includes **access to facility 10am-11pm day of event with Royal Oaks Staffing for a 5 hour time frame with guests**. Each additional staffing hour is \$500/hr. Event clean up must conclude no later than 11:00PM.

**Linen Pricing** ~ 90" Length (half way) \$12.00 each                      120" Length (to the floor) \$16.00 each  
72x72 Cloth Overlay \$8.50 each                                      90x90 Cloth Overlay \$14.50 each  
Runners/Sashes \$2.00 each    White Chair Covers \$3.00 each

**Menu Quality Control** ~ To maintain quality control over the food being served, all food served must be prepared by our kitchen. Due to health department and insurance regulations no remaining food may be taken from the facility at the conclusion of your function.

**Menu and Attendance** ~ In order to facilitate preparation and ensure that everyone attending your event enjoys their meal event menu selection(s) are due thirty (30) days prior to the event date and the guaranteed number of people attending the event must be confirmed fourteen (14) working days prior to the event. This guaranteed number may not change after this confirmation. If a guarantee is not received, the original estimated attendance would be prepared and billed.

**Decorations Restrictions** ~ Event contact person and guests shall not install any objects such as nails, tacks or any other substance that causes permanent marking or damage on the walls of the facility, including, but not limited to, finger paints, glue, or glitter. Event contact person and guests shall not hang anything from light fixtures. Restriction regarding open flame candles, they must be in glass or metal container. Event contact person and guests must fully remove all of their materials, decorations or equipment at the end of their event of the facility. Structural or electrical alterations to the facility are strictly prohibited.

**Alcoholic Beverage Service and Prices** ~ The serving of alcoholic beverages is limited to persons of legal age as stated by the laws of Pennsylvania. Compliance with these laws requires that Royal Oaks Golf Club provide all alcoholic beverages. Liquor or alcohol of any kind cannot be brought into the facility by outside sources. A bartender must serve alcoholic beverages. There is a \$50 per hour bartender service fee on all events. All open & light bars are billed per drink based on consumption throughout event. Cash bar pricing varies. Open Bar Pricing:

House Brands \$5	Double House Drinks \$8	Premium Brands \$7
Double Premium Brands \$11	House Wine glass \$6	Select Wine glass \$8
Domestic Beer bottle \$3.50	Imported Beer bottle \$4.50	Champagne Bottle \$25

**Security** ~ We do not assume responsibility for damage to or loss of guest's clothing or possessions. All personal property brought into the facility will be at the sole risk of the engager. Royal Oaks Golf Club will not be liable for loss of or damage to this property for any reason.

**Terms** ~ All menu prices are subject to Change, 20% service charge and 6% sales tax. Royal Oaks Golf Club requires full balance payment at the conclusion of your function.

**Event Contact Liability** ~ The event contact person agrees to be held liable for any damage to the facility caused by the event, its participants or any third parties, and that any damages to the above will result in the event contact person being billed for said damages.

**Smoking** ~ Royal Oaks Golf Club does not allow smoking in any of our indoor facilities. There are outdoor areas designated for smokers.

January 2020