



TIMBER  CREEK  
*Ballroom*

*Photo by  
Rebecca Jay Photography*

7050 Del Webb Blvd, Roseville CA 95747 • (916) 774-3870 • [timbercreekballroom.com](http://timbercreekballroom.com)



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Timber Creek Ballroom  
7050 Del Webb Blvd  
Roseville, CA 95747  
(916) 774-3870  
jenny@timbercreekballroom.com  
timbercreekballroom.com

*Photo by  
Meagan Lucy Corrigan*





# *Thank you*

for considering the Timber Creek Ballroom for your special occasion.



The Timber Creek Ballroom is an ideal resort for your once in a lifetime wedding or social event: where experience and nature meet. Stunning beauty and rustic elegance along with state of the art amenities make the Timber Creek Ballroom Roseville's premiere venue. We see you through every detail, every nuance. Because our catering manager is an expert. In planning. In creating. And in making it all work out... exceeding your expectations without exceeding your budget!







*Rose Garden*

*Photo by  
Elegant Events Media*

*Ceremony in the Rose Garden Arbor includes:*

- Walnut Wooden Folding Chairs
- Wooden Ceremony Arch
- Gift Table
- Guestbook Table
- Table for Unity Candle/Sand Service
- Easel for Engagement Photo
- Ceremony Rehearsal Time
- Dressing Areas for the Bride and Groom



Sunday through Friday Rental - \$600.00

Saturday Rental - \$750.00



## *Reception in the Timber Creek Ballroom includes:*

72" Round Guest Tables  
Padded Ballroom Chairs  
Large Dancefloor  
Area for the Band or the Disc Jockey  
Mid Length Table Linens and Cloth Napkins  
China, Glassware and Silverware  
Headtable or Sweetheart Table  
Cake Table or Dessert Table  
Trained Uniformed Serving Staff

Price: \$300.00 per hour with a 5 hour maximum (Saturdays)

Saturday rental requires a minimum of 100 guests

\$200.00 per hour with a 5 hour maximum (Sunday through Friday)

6th Hour available at \$600.00 (must conclude by 11:00pm)

All Day Buy Out Option: 11:00am-11:00pm: \$5,000.00 (pending availability)

All events must conclude by 11:00pm

Special rates available for off season events\* (January, February, March, July and August)

\*Excluding All Day Buy Out Option



# Q&A

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*Do you provide catering?*

Yes. All food and beverages must be purchased through the Timber Creek Ballroom. Custom menus are available with advance notice.

*Do you allow off site caterers?*

No.

*When do you need my final headcount?*

Your final guarantee of attendance is required 7 business days prior to your event.

*Do you have preset blocks of time?*

We cater only one wedding each day. You may book any 5 hour block of time, pending clubhouse availability.

*How late can my event go?*

Your wedding reception must end by 11:00pm with respect to the members that live in the community.

*Can we do a tasting?*

Yes. Arrangements must be made 7 days in advance and are charged at prevailing rates.

*Can I bring my favorite wine and is there a corkage fee?*

Yes. A \$15.00 corkage fee per 750ml is applied to each bottle you provide.

*Is there a cake cutting fee?*

No. The staff at the Timber Creek Ballroom will cut and serve your wedding cake at no charge

### *Do we have to use your preferred vendors?*

We have hand-picked our preferred vendors not only because of their high quality performance with exceeding expectations, but also because they are experienced in working at our facility. With that said, you may choose to bring in your own vendors. All sub-contractors are required to abide to our etiquette rules and regulations.

### *When and where do we get ready?*

The Rose Garden comes with two private dressing rooms to use two hours prior to your ceremony start time to finish dressing on the day of your wedding. No hair and make-up services are permitted in these rooms. These dressing rooms are available through the duration of your event.

### *Will someone be present during our event?*

The Catering Sales Director and Catering Assistant will guide you through the planning stages. They will be your main contacts through phone calls and emails. The planning process includes 2 follow up appointments to discuss and finalize ceremony and reception set up, menu selection, bar arrangements, event outline, the floorplan and final payment arrangements. A “Reception Coordinator/Banquet Captain” is present at your reception only. We recommend that you hire a professional wedding coordinator to assist you with your ceremony needs.

### *How fast do you fill up?*

On average, we reserve 8 weddings per month. Please call for availability.

### *How do I reserve the room? Is a retainer required and when is the balance due?*

A \$1500.00 retainer and signed reservation contract is required to book space. The retainer is nonrefundable should your event cancel at any time. The final balance is due 72 hours prior to your scheduled event with cash, cashier’s check, money order or credit card. Retainers are not transferable. The retainer is applied towards your final payment.

### *Can I get an estimate of charges?*

Yes. Consultations are done by appointment only. The Catering Sales Director will provide you with an estimated cost for your wedding which will include all food, beverage, rental fees, service charge and sales tax.

# Q&A

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## *When can we tour the property?*

Consultation Appointments/Tours of the property are conducted Tuesday through Friday during regular business hours. An appointment is required.

## *Are tax and gratuities included in the price?*

No. A 20% service charge and sales tax is applied to all food and beverage.

## *How many guests can fit in the ballroom?*

300 guests with no space for dancing

240 guests with a large area for dancing

## *Can we decorate the room as we wish?*

We understand that each bride/customer has their own taste and style: therefore we allow each to decorate accordingly. In order to preserve the beauty of our ballroom, we do ask that nothing is adhered to the walls or ceilings.

## *Do you allow candles?*

Yes. Candles must be enclosed in glass containers. No exposed flames are allowed in accordance with Placer County Fire Codes.

## *When can we decorate the wedding area?*

10:00am Access time to decorate the Rose Garden Arbor

Two hours prior to your ceremony start time is available to decorate the ballroom. Additional hours must be approved in advance and are charged at prevailing rates (pending clubhouse availability)



## *Do you supply any decorations?*

No. The Timber Creek Ballroom does not supply any event decorations.

## *Do we have to clean up afterwards?*

The only thing you need to take with you the evening of your wedding/event is anything you want to keep. We take care of everything else.

## *What happens if it rains?*

In case of inclement weather, your ceremony will take place in the ballroom with guests seated at the dinner tables.

## *Can we schedule a rehearsal for our ceremony?*

Yes. Rehearsals are scheduled Monday through Thursday only. The exact rehearsal date and time will be scheduled during your final details meeting about 8 weeks prior to your function. There is no charge for rehearsals. Please note that staffing is not available during your rehearsal.

## *Can we use the premises to take photographs?*

You may go anywhere on the premises, except the golf course and any private member rooms.

## *Is there adequate parking for our guests?*

Yes. The Timber Creek Ballroom has complimentary parking for all your guests.

## *How close are hotels to the Timber Creek Ballroom?*

Our preferred hotels are located within a few minutes of the Timber Creek Ballroom. Please see the preferred vendors list for a complete listing.







## *Hors d'oeuvres*

### *Hot Items*

Stuffed Mushroom Caps with Italian Herbs, Sausage and Cheese

Pork Potstickers with Asian Vegetables and Asian Dipping Sauce

Coconut Shrimp with Sweet Chili Sauce

Swedish Meatballs

Chicken Won Tons



### *Cold Items*

Beef Tenderloin on Toast Point Topped with Horseradish Cream

Caprese Skewers

(Cherry Tomatoes and Buffalo Mozzarella Cheese with Fresh Basil with Balsamic Glaze)

Bruschetta

Ahi Tuna on Won Ton Crisp



### *Displays*

Artisan Cheese Board with Fresh Fruit Garnish and Crackers

Vegetable Crudités with Boursin Cheese Dip

Per Person / Each Selection ~ \$4.<sup>00</sup>

Three (3) Selections ~ \$11.<sup>50</sup>

Four (4) Selections ~ \$15.<sup>00</sup>



## *Plated Entrees*

All dinner entrees are complemented with a salad, chef's choice of starch and vegetables, warm sourdough rolls and butter, freshly brewed coffee and tea

Mixed California Field Greens with Chevre, Dried Cranberries, Candied Pecans and a Fresh Pear Vinaigrette\*

### **Breast of Chicken ~ \$35<sup>00</sup>**

With Choice of One Sauce:

Sun Dried Tomato Cream\*

Lemon Cream Sauce and Capers\*

Teriyaki Glaze and Grilled Pineapple

Red Wine Mushroom Sauce

White Wine Mushroom Sauce\*

### **Filet Mignon ~ Market Price**

8 ounces with Red Wine Demi Glaze (Cooked medium rare)

### **New York Steak ~ \$42.<sup>00</sup>**

10-ounce New York Steak with a Red Wine Demi Glaze with Herb Butter

### **Pan Seared Salmon\* ~ \$39.<sup>00</sup>**

With Dill Cream Sauce

### **Pan Seared Sea Bass\* ~ \$39.<sup>00</sup>**

With Lemon Chive Beurre Blanc

### **Stuffed Bell Pepper\* ~ \$33.<sup>00</sup>**

With Quinoa and Wild Rice Blend with Seasonal Vegetables and Marinara

### **Stuffed Acorn Squash\* ~ \$33.<sup>00</sup>**

With Corn, Wild Rice Blend, Tomatoes, Onions, Squash, Zucchini and Carrots

### **Pasta Primavera ~ \$33.<sup>00</sup>**

With Zucchini, Squash, Cherry Tomatoes, Onions and Mushrooms with a Rich Garlic White Wine Cream Sauce garnished with Parmesan Cheese

### **Vegetable Stack ~ \$33.00**

Grilled Garlic and Herb Vegetable Stack with Eggplant, Zucchini, Squash, and Red Bell Pepper topped with a Portobello Mushroom and Blistered Tomatoes with a fresh Marinara sauce

\* = *Gluten Free*



*Kid's Menu* for Children under 12 (select one) ~ \$19.<sup>95</sup>

Chicken Strips and Fries

Hamburger or Cheeseburger and Fries

Pasta with Marinara Sauce

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Maximum four entrée selections (not including kid's menu)

Meal designation cards must be provided for each guest with split entrée choices

The higher priced entrée will prevail as overall entrée cost (excluding kid's menu)





## *Buffets*

### **The Platinum Buffet ~ \$45.<sup>00</sup>**

*Choice of Two Salads* (For an additional salad add \$2.50)

- ❖ Mixed California Field Greens with Tomatoes, Red Onions, Carrots and Sliced Cucumbers\*
- ❖ Mixed California Field Greens with Chevre, Dried Cranberries, Candied Pecans and a Fresh Pear Vinaigrette\*
- ❖ Classic Caesar Salad
- ❖ Pasta Salad
- ❖ Wild Rice Salad with Dried Fruits and Nuts\*
- ❖ Garden Cucumber and Tomato Salad\*

*Choice of Two Entrees* (For an additional entrée add \$5.00)

- ❖ Breast of Chicken with Lemon Cream Sauce and Capers\*
- ❖ Breast of Chicken with Red Wine Mushroom Sauce
- ❖ Breast of Chicken with Sun Dried Tomato Cream Sauce\*
- ❖ Sliced Tri Tip with a Zinfandel Sauce
- ❖ Pan Seared Salmon with Dill Cream Sauce
- ❖ Pan Seared Sea Bass with Lemon Chive Beurre Blanc\*
- ❖ Pasta Primavera with Zucchini, Squash, Cherry Tomatoes, Onions and Mushrooms with a Rich Garlic White Wine Cream Sauce garnished with parmesan cheese

#### Sides

Roasted Garlic Mashed Potatoes\*, Rosemary Roasted Potatoes\* or Herb Jasmine Rice\* (Select one)

Fresh Seasonal Vegetables\*

Warm Sourdough Rolls and Butter

Freshly Brewed Coffee and Tea

\* = *Gluten Free*



**The Tuscany Buffet ~ \$42.<sup>00</sup>**

Mixed California Field Green Salad\*

Caesar Salad

Fresh Fruit\*

Cheese Tortellini with Pesto Cream Sauce

Penne Primavera with Zucchini, Squash, Cherry Tomatoes, Onions and Mushrooms  
with a Rich Garlic White Wine Cream Sauce

Chicken Parmesan with Classic Marinara Sauce

Green Beans\*

Fresh Baked Garlic Breadsticks

Freshly Brewed Coffee and Tea





## *Beverage Information*

### **Portable Bars**

A portable bar can be provided with your banquet room.

A minimum guarantee of \$500.00 in bar sales is applied to both No Host and Hosted functions or the difference applies as the bartender fee  
*Requests for multiple bars are at Management discretion*

### **Bar Availability**

Well ~ \$6.<sup>00</sup>

Call ~ \$8.<sup>50</sup>

Premium ~ \$9.<sup>50</sup> +

Domestic Beer ~ \$4.50

Imported/Micro Brew ~ \$5.50

Domestic Keg of Beer ~ \$4.00

Budweiser and Bud Lite

Coors and Coors Lite

Imported/Micro Keg of Beer ~ \$450.<sup>00</sup>

Blue Moon

Sierra Nevada

Sam Adams

Shock Top

Other options available upon request

House Wine by the Glass ~ \$7.<sup>00</sup>

House Wine by the Bottle ~ \$24.<sup>00</sup>

Chardonnay

White Zinfandel

Merlot

Cabernet Sauvignon



Mimosa ~ \$7.<sup>00</sup>

Champagne by the Bottle ~ \$25.<sup>00</sup>

Sparkling Cider ~ \$12.<sup>00</sup>

Assorted Soft Drinks ~ \$3.<sup>00</sup>

Bottled Waters ~ \$2.<sup>50</sup>

Corkage fee \$15.<sup>00</sup> per 750ml

\$30.<sup>00</sup> per magnum

### *Wine*

Should your dining event require special wine choices, please contact your Catering Professional.

We can assist you with the selection of your fine wines based upon availability, quantity and the guarantee of purchase.

For guests who would like to supply their own wine or champagne, a corkage fee of \$15.<sup>00</sup> per 750ml and \$30.<sup>00</sup> per magnum will apply to every bottle opened.

The Timber Creek Ballroom will not be responsible for spoilage, any uncorked bottles not consumed and any bottles left at the facility after the event. No beverages may be brought in without prior approval

### *Cocktails*

All cocktails are calculated per one ounce measure and are billed as such “per drink.”

Patron agrees to comply with all alcoholic beverage statutes of the State of California and hold the Timber Creek Ballroom blameless for any infraction thereof.

Per California State Law, alcoholic beverages and beer will not be permitted to be brought in to the clubhouse by the patron or any of the patron’s guests or invitees or vendors from the outside.

All Food and Beverage items must be purchased from the Timber Creek Ballroom.

California State Law further prohibits the removal of alcoholic beverages purchased by the Timber Creek Ballroom for client consumption.

In accordance with State Law, no person under the age of twenty-one (21) shall be served any alcoholic beverages. Failure to comply with these laws will result in the closing of the bar for the remainder of the event with no refund.



# *Preferred Vendors*

## *Disc Jockey's and Lighting Services*

Function 45 Event Entertainment  
and Black Tie Video  
(800) 446-8235  
sacramentoweddingdj.com

Sound Image Entertainment  
(916) 348-8334  
soundimagedjs.com

Extreme Productions  
(916) 773-4329  
extremeprodjs.com

JD Productions  
(916) 786-6935  
jdprodj.com

Music and More Entertainment  
(916) 601-4107  
musicandmoredj.com

Mr. DJ Event Services  
(916) 988-6979  
mrdjsevice.com

DJ Rockalot  
(916) 804-6950  
djrockalot.com

J Crew Productions  
(916) 271-1212  
jcrewpro.com

## *Flowers & Decorations Photographers*

Visual Impact Design  
(916) 489-3746  
visualimpact-design.com

Ambience Floral Design  
(916) 786-6851  
ambiencefloral.com

Blossoms and Balloons  
(916) 783-4477  
blossomsballoons.com

Always Reblooms (Silk Flowers)  
(916) 741-2966  
alwaysreblooms.com

La Vera Party Rentals/Flowers  
(916) 202-5624  
laveraparty.com

Balloon Creations by Carolyn  
(916) 928-3001  
balloonsbycarolyn.com

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## *Videographers*

Phillip Alan Films  
(800) 646-1165  
phillipalanfilms.com

Jensen Video Productions  
(916) 334-9999  
jensenvideo.com

Acti-Video  
(916) 788-1690  
acti-video.com

Manhart Photography  
(916) 295-9729  
manhartphotography.com

Liz Zimbelman Photography  
(707) 290-0859  
lizzimbelman.com

Mariea Rummel Photography  
(530) 391-2266  
mariearummel.com

Mackenzie Roberts  
(916) 632-8941  
chuckrobertsphoto.com

Rita Temple Photography  
(916) 856-2543  
ritatemplephotography.com

The Freckled Photographer  
(916) 224-4294  
thefreckledphotographer.com

Photography for a Reason  
(916) 705-5695  
photographyforareason.com

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## *Party Rental Supply*

Celebrations Party Rentals  
(916) 773-2133  
celebrationspartyrentals.com



Here at the Timber Creek Ballroom, we want your event to be successful. Hiring reputable vendors and businesses will help you to achieve your perfect event. The vendors listed have demonstrated professionalism and have outstanding reputations. None of the vendors pay to be on this list and the Timber Creek Ballroom does not accept referral fees.



### *Officiants*

Corkie Matson  
(916) 712-5056  
dearlybelovedcelebrations.com

Cindie Wilding  
(916) 337-2787  
cindiewilding.com

Rev. Edward Donaghy  
(916) 543-6003

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### *Bakeries*

Divine Desserts  
(916) 652-6545  
divinedessertsbyaguirre.com

Baker and a Black Cat  
(530) 748-5366  
bakerandablackcat.com

Pretty Sweet Bakery  
(916) 952-3043  
prettysweet.co

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### *Make-up Artist*

MMBeauty  
(916) 520-9310  
morganmerrillbeauty.com

### *Local Accommodations*

Best Western Orchid Suites Hotel  
(916) 784-2222  
orchidsuitesroseville.com

Holiday Inn Express Roseville  
(916) 774-6060

Spring Hill Suites by Marriott  
(916) 782-2989

Staybridge Suites  
(916) 781-7500  
staybridgesuites.com/rocklinca

Towne Place Suites by Marriott  
(916) 782-2232

Homewood Suites by Hilton  
(916) 783-7455

Hyatt Place  
(916) 781-6400  
sacramentoroseville.place.hyatt.com

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### *Fun Things*

SacTown Neon  
(916) 300-3300  
sactownneon@gmail.com

Mariachi Jalisco 2000  
(916) 455-8631

Whole Latte Love  
(916) 769-6782

### *Photobooths*

Function 45 Event Entertainment  
(800) 446-8235  
sacramentoweddingdj.com

Rita Temple  
(916) 856-2543  
ritatemplephotography.com

Rocket Photobooths  
(916) 760-1499

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### *Wedding Planners*

A Dazzling Day by Darcie  
(916) 207-2743  
adazzlingday.com

Danielle Roe Events  
(925) 890-5724  
danielleroeevents.com

Wedding Possibilities  
(916) 532-4585  
weddingpossibilities.com

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### *Casino Company*

A&A Event Production  
(707) 977-5737  
aamusicevents.com



# *Audio Visual Equipment* Rental Fees

## *Podiums*

Floor Podium	Complimentary
Smart Podium Package**	\$250.00
**includes Blue Ray/DVD/Video Projection/Screen	

## *Projectors*

1-Video Projector	\$200.00
1-DVD Player	\$50.00

## *Computer*

1-Laptop Computer Rental	\$50.00
VGA Adaptor/Apple-Available	

## *Easels*

6-Wrought Iron Easels	No charge
2 – Flipcharts with Bond Paper and Pen Set	\$25.00

## *Projection Screen*

1 – 12 Foot Automated Stage Projection Screen	\$50.00
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## *Microphones*

(12) Wireless Hand Held Microphones 1st one at no charge	\$75.00
(4) Headset Microphones or (4) Lavalier Microphones*	
*Only 4 total battery packs available	\$75.00/each
6 – Floor Stands and (12) Table Stands and (4) Boom Stands	No charge
2-Condenser Microphones (hardwired)	\$75.00

## *Miscellaneous*

Direct TV Cable Service	
Cassette Tape Deck	\$25.00
IPOD Hook Up into Sound System	\$125.00
1-Baby Grand Piano	\$200.00
Compact Disc Player, holds 5 discs	\$50.00







# *Timber Creek Ballroom Policies*

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We at Sun City Roseville's Timber Creek Ballroom are committed to providing the highest quality product and services to our guests. All reservations and agreements are subject to the following policies

## 1. Guarantees

In arranging for functions, the attendance must be specified and communicated at least seven business days in advance. This number will be considered a final guarantee, not subject to reduction. The Timber Creek Ballroom will be prepared to serve five percent (5%) over the guarantee. A \$2.00 per person service charge will apply to serve any guests that show above the 5% final guarantee. All food charges are based on customer's guarantee of attendance or the actual number of guests served, whichever is greater. The attendance on the ballroom event contract will automatically become the guarantee if the Catering Office is not advised by the given deadline. Entrée substitutions added during the day of, or at the time of, a meal function will increase the guarantee accordingly and will be charged at no less than the same per person price of the regular entrée. This includes vegetarian requests.

## 2. Confirmation/Deposits

To confirm space for your event, a \$1500.00 non refundable retainer and signed reservation contract is required. The Timber Creek Ballroom does not hold space on a tentative basis. In the event that any catered function is to cancel, the deposit shall then become the property of the Timber Creek Ballroom. Further, any catering function that cancels 30 days or less prior to the booked date will be subject to cancellation fees equal to the anticipated food and beverage revenues. Deposits are non-transferable.

## 3. Payments

Please work with the Catering Department on when payment for your event is due

## 4. Menu Selection

Your menu selection shall be submitted to the Catering Office no later than eight weeks prior to your scheduled function. Any changes made less than seven business days prior to the event may be subject to additional surcharges. No outside food or beverage will be permitted on the premises by the guests unless previously arranged through the Catering Office. This does not include wedding cakes, anniversary cakes or wine/champagne.

Menu prices as quoted are firm for ninety (90) days only. Functions booked more than (90) days in advance are guaranteed no more than a 15% increase in menu prices per calendar year.

It is Timber Creek Ballroom's policy that all prepared food (hot or cold) not consumed during a function will be disposed of by Timber Creek Ballroom and will not be packaged "to go". The only exception to this will be any remaining wedding/anniversary cake, which will be boxed for the client at the end of the function.

## 5. Alcoholic Beverages

Liquor laws will be strictly enforced.

For guests who would like to supply their own wine or champagne, a corkage fee of \$15.00 per 750ml and \$30.00 per magnum will apply to every bottle opened. The Timber Creek Ballroom will not be responsible for spoilage, any uncorked bottles not consumed and any bottles left at the facility after the event. No beverages may be brought in without prior approval.

In accordance with State law, no person under the age of twenty-one (21) shall be served any alcoholic beverages. Failure to comply with these laws will result in the closing of the bar for the remainder of the event.

## 6. Damages and Liabilities

Customer hereby acknowledges the Customer assumes liability for any loss of or damage to any of the Customer's merchandise or articles used at the facility whether such loss occurs prior to, during or following customer's functions.

Customer shall be solely responsible for and shall immediately reimburse Timber Creek Ballroom for any damage to the premises caused by Customer, Customer's guests, invitees, employees, independent contractors or other agents of the Customer.

Customer shall indemnify, defend and hold harmless Timber Creek Ballroom against any and all claims, losses, damages or liability arising out of or relating to Customer's functions irrespective of whether such claim, loss, damage or liabilities arise from active or passive activity.

Timber Creek Ballroom shall not be liable for its failure to perform this contract if such failure is due to, but not limited to fire, flood, earthquakes, inclement weather, or any emergency condition.

## 7. Function Rooms

- Function rooms are assigned by the guaranteed minimum number of people anticipated. The Timber Creek Ballroom reserves the right to change groups to a room suitable for the attendance if the attendance drops.
- Smoke machines, fog machines or dry ice is not allowed
- Artificial floral petals are not allowed in outdoor areas.
- No tacks, nails, or adhesives are to be used to affix any signs, banners or decorations to the walls.
- If on the day of the event, the Customer changes the set up specified on the catering contract, a minimum \$100.00 labor charge will be posted to the bill
- No rice, confetti, bubbles, artificial petals or glitter allowed on the premises.



- All items brought in to the event must be removed immediately following conclusion of the event.
- Requests for additional hours must be made at least 30 days in advance and are based on availability.
- The Timber Creek Ballroom does not allow guest restrooms to be converted into changing rooms.
- Vendors for functions are given 2 hours of set up time prior to the function.
- The Timber Creek Ballroom is a non smoking facility; Smoking is permitted outside only.
- All children are required to be monitored by a responsible party at all times.

#### 8. Audio Visual

Audio visual equipment is available with advance request and charged at prevailing rates

#### 9. Candles

- Tapered candles must be enclosed in a hurricane globe with a substantial base so the candle does not fall over
- Floating candles are allowed as long as the container they are in allows for two inches below the rim for the water line
- No exposed flames allowed
- Candelabras for short ceremonies inside the ballroom are approved
- All centerpieces or decorations incorporating candles must be pre-approved by the Catering Department prior to the scheduled event to ensure that all guidelines are met.

#### 10. Appearance/Decorations

During a walk through or inspection, client may have observed decorations that were in place for another event and client should not consider those decorations to be standard or otherwise part of the standard package. The Timber Creek Ballroom conducts periodic remodels and upgrades from time to time and the pre- or post decoration appearance of the facility may not be the same as it was on the day(s) that client visited the facility. Also, the Rose Garden and Patio foliage changes from season to season and The Timber Creek Ballroom otherwise changes the Rose Garden and Patio lighting, foliage and appearance from time to time.

#### 11. Rehearsal Time

Rehearsals are scheduled Monday through Thursday only. The exact rehearsal date and time will be scheduled during your final details meeting about 8 weeks prior to your function. There is no charge for rehearsals. Please note that staffing is not available during your rehearsal.

#### 12. Dressing Room Policies

- No food or beverages allowed in the changing rooms. The Timber Creek Ballroom will provide complimentary water service.
- No alcoholic beverages allowed. Failure to comply can and will result in the termination of this banquet contract with no refunds.
- All small children must be accompanied by an adult.
- The Timber Creek Ballroom is not responsible for the loss and/or theft of items left unattended
- No hair and make-up services are permitted in the dressing rooms

#### 13. Illegal Drug Use

The Timber Creek Ballroom goes above and beyond to exceed our customer's expectations, however, we go even further in protecting the safety of our employees, subcontractors and clients. This is why we have a zero tolerance policy when it comes to illegal drug use at events hosted by the customer. If illegal drugs are present at your event, The Timber Creek Ballroom reserves the right to cancel the event whether or not services have been completed. This is our way of promoting a safe and drug free environment for our customers and our employees. The Timber Creek Ballroom does not promote the use of illegal drugs.

14. Maximum seating as set by the fire codes are strictly adhered to at this facility.

15. Appropriate dress code required for all guests attending events here at the Timber Creek Ballroom.

16. Loading/Unloading Delivery Entrance for Subcontractors and/or private vendors

Authorized vehicles may only park at the West entrance of the Timber Creek Lodge for the expeditious loading/unloading and delivery of materials to be used for Association events. Vehicles may not be parked so as to prevent the flow of foot traffic.

#### 17. Images

Upon acceptance of this agreement, the client acknowledges that any and all images taken are the sole property of The Timber Creek Ballroom and unless otherwise noted, all images created may be used for marketing or promotional use without prior notification.







*Photo by  
Alicia Monroy Photography*

*Your Story Begins Here*

TIMBER  CREEK  
Ballroom