



# Catering & Special Events

Thank you for choosing Knollwood Club to host your special function. Since 1924, the staff has taken great care to ensure that every occasion is given the special and personalized attention that has become a Knollwood trademark. This information was developed to guide you in planning your special event and to acquaint you with the many services and options we offer. It is truly our pleasure to help you produce a memorable occasion with a minimum of effort for the host or hostess.

# Guidelines and Policies

## Private Function Areas

Private Functions may be held in the following areas of the Club; Ballroom, Governor's Room, Main Dining Room, Living Room, Wine Room as well as our Outdoor Patio\* and Screened In Porch.\* It is the Club's policy to have cocktail and dining spaces available to members during scheduled dining hours. Private parties may be scheduled in accordance with the Club's operating hours.

\*seasonal usage

## Non-Member (Sponsored) Events

Non-member events at Knollwood Club are to be sponsored by a member in good standing. If an event is member sponsored, the sponsoring member must notify either the Club Manager or the Clubhouse Director of Food & Beverage, by phone or written notice that they have agreed to sponsor the event. Additionally, the event must be approved by the Board of Governors before the Club will confirm the date or make any detailed arrangements.

In sponsoring a function, the member assumes full responsibility for the conduct of guests, compliance with Club rules, and any debt or damage incurred to the Club.

## Holding A Date

Knollwood Club will extend a first option hold on any available date for two weeks unless other arrangements have been discussed. Due to the demand for space, at the end of those two weeks the Club reserves the right to return space to inventory if not contacted.

## Dress Code

Proper attire is required in all areas of the Club. In the Clubhouse, sport coat casual for men and comparable dress for women are appropriate.

No denim, short shorts, mini skirts, cargo pants/shorts, cut-offs, tank tops, swimming suits, tee shirts, or flip-flops are permitted.

## Billing

Charges incurred for an event will be billed to the member's house account. In the case of a sponsored event, the charges will be billed to the sponsoring member unless other arrangements have been requested and approved by the Board of Governors or the Club Manager prior to the event.

## Cancellations

Cancellations made within 72 hours of the event may be charged in full.

### Guarantees

To ensure service and allow for food preparation, the Club must receive within three business days prior to the function, the minimum number of persons who will be attending. This number constitutes the guaranteed minimum and is not subject to reduction. If the Club does not receive a minimum, the number estimated in confirming the function will be used. The actual number of guests served over the guarantee will be billed.

### Alcohol

Employees of Knollwood Club will not serve alcohol to anyone under the age of twenty-one or anyone who appears to be intoxicated. All alcoholic beverages, with the exception of bottles of wine (corkage charges will apply) must be purchased through Knollwood Club.

### Food

Due to Health Department regulations and Club policy, only food (wedding cakes may be exempted) provided by Knollwood Club may be consumed on Club property. Neither members nor their guests are permitted to remove any extra food or beverages from buffets.

Parties of 14 or more guests require either a limited (choice of a few items) or a preset menu (all guests receive the same items). Your menu should be selected and called in to the Food & Beverage office no later than one week prior to the event. For weddings and large functions, selections should be made no later than two weeks in advance.

### Labor

Knollwood Club schedules appropriate levels of staff as needed. Should you have specific requests, please discuss them in advance of your event with the Clubhouse Director of Food & Beverage.  
Requests for additional staff may result in an additional charge.

### Sales Tax And Service Charge

All banquet menu prices are subject to a 20% service charge and applicable sales tax.  
There is a sales tax on all contracted services and set-up fees.

### Décor

Decorations are an important factor in creating ambiance and setting just the right mood for your guests. Knollwood Club can make arrangements for your floral decorations or work with a local floral designer of your choice. Decorations must be limited to tabletop or freestanding displays that do not require affixation to walls or furniture. Since the Club cannot be responsible for any personal items, all decorations or other items should be delivered to the Club the day of your function and taken with you upon departure. The Club will not be held responsible for any articles left after a function.

### Entertainment

The Club welcomes outside entertainment for your event. We ask that all amplification and sound be confined to your specific room. Entertainers should be advised of the Club's dress code. Alcoholic beverage service is not permitted for entertainers, photographers and other outside vendors unless specifically approved by the member or the contact person for any event. Any bands performing outdoors or fireworks displays must be planned for in advance and end by 11:00pm as per Lake Forest City ordinance.

### Parking/Valet Service

Valet parking is available for a fee. One valet per every 50 guests is required. Self parking is available in the Club's parking lot at no charge.

### Coat Room

A main Coat Room is available on the North side of the building and a secondary Coat Room on the South side of the building. Should you wish to provide a coat check service to your guests, you may do so for a fee. One attendant per every 75 guests is required.

### Outside Vendors And Deliveries

We are happy to work with your choice of vendors. Any special arrival, deliveries and/or set up, requirements of your vendors must be coordinated in advance with the Clubhouse Food & Beverage Director or Club Manager.

### Miscellaneous

No representative of the press is allowed in the Club at any time, except as a guest at a function or by express written consent of Knollwood Club's Board of Governors. No mention of the Club's name may be made in any press release or advertisement without prior permission.

Due to safety concerns, no rice, confetti, birdseed, bubbles or glitter are permitted either in the clubhouse or on the grounds. Flower petals are allowed outdoors.

### Cell Phones

Cell phones are permitted only in the parking lot and locker rooms.

### Smoking

Per Illinois law, Knollwood Club is a non-smoking facility.

# Available Services

The difference is in the details...Listed below are some of the commonly requested services that we are happy to arrange.

*Please note that some services and equipment rental require additional fees.*

## Miscellaneous Services

Cake Cutting and Service  
Ceremony Set-up  
Coat Check  
Valet Parking

## Audio Visual Equipment

Laptop  
VCR  
DVD Player  
LCD Projector  
TV with DVD  
Slide Projector  
Projection Screen  
Hand Held Wireless Microphone  
Flip Charts  
Easels  
Podium with Light

## Event Rentals

Tent  
Dance Floor  
Specialized Tables and Linens

# Sample Menus

## Morning Meetings & Breaks

### **Executive Continental Breakfast**

*An Assortment of Freshly Baked French Danish, Breakfast Specialty Breads and Muffins with Butter and Jams, Sliced Seasonal Fruit Display and Freshly Brewed Coffee, Tea, Juice*

### **Seasonal Vegetable Crudités Display**

*Served with an Assortment of Dips and Spreads*

### **Guacamole Display**

*Knollwood's famous Guacamole, Salsas, & Housemade Tortilla Chips*

### **Sweet Display**

*Assortment of fresh baked cookies, homemade brownies, and bar cookies*

## Hors d'oeuvres Selection

Butler Style Passed Hors d'oeuvres

### Hot Hors D'oeuvres

Artichoke Puffs  
Assorted Gourmet  
Thin Crust Pizza  
Assorted Stuffed  
Mushroom Caps  
Bacon Wrapped  
Scallops  
Bacon Wrapped  
Water Chestnut  
Beef & Chicken Saté  
With Peanut Sauce  
Fried Calamari &  
Dipping Sauce  
Cheese Puffs With  
Chutney  
Chicken Liver  
Rumaki

Corn Cakes With  
Crème Fraîche &  
Caviar  
Crab Rangoon  
Egg Rolls  
Phyllo Triangles  
With Mushrooms  
Mini Assorted  
Quiche  
Mini Crab Cakes  
Quesadilla With  
Chicken  
Sesame Chicken  
Drummetts  
Spanakopita  
Grilled Shrimp  
(priced per piece)  
Jumbo Fried Shrimp  
(priced per piece)

Baby Lamb Chops  
(priced per piece)

### Cold Hors d'oeuvres

Asparagus Roll  
Assorted Canapés  
Assorted Salmon &  
Shrimp  
Endive With Boursin  
Prosciutto & Melon  
Smoked Duck Endive  
Smoked Salmon  
Triangles  
Smoked Salmon on  
Cucumber  
Jumbo Shrimp Cocktail  
(priced per piece)

# Reception Buffet Stations and Displays

## Chef Attended Stations

Italian Pasta Action Station with Seasonal Toppings

Italian Risotto Action Station with Seasonal Toppings

Carved Herb Marinated Tenderloin of Beef with Buttery Rolls and your choice of Béarnaise or Red Wine Demi Glace and Horseradish Cream

Glazed Ham Carving Station with Rolls and Assorted Mustards

Slow Roasted Black Pepper Crusted Turkey Breast Carving Station with Sage Gravy and Buttery Rolls

Herb Crusted Baby New Zealand Lamb Chops with Mint Sauce

## Stations and Platters

Marinated Seasonal Grilled Vegetable Platter

Domestic Cheese and Fruit Tray

International Cheese and Fruit Tray

Chilled Roasted Whole Beef Tenderloin Display with Horseradish Cream and Whole Grain Mustard Sauce

Fresh Raw Bar featuring Shrimp, Oysters, Clams & Mussels includes Lemon Wedges, Cocktail Sauce, Spicy Rémoulade and Assorted Crackers

Wood Smoked Salmon Display served with Minced Egg Yolks and Whites, Cream Cheese, Toast Points, Capers, Red Onion

## Chilled Fresh Seafood Displays

Displayed on ice with

Lemon Wedges & Cocktail Sauce

Jumbo Poached Shrimp (16-20 ct per lb.)

Oysters on the half Shell (when available)

Snow Crab Claws

Alaskan King Crab Legs

Petite Lobster Tails

Sushi Platters Available

**Personalized Ice Carvings Available**

# Dinner Buffet Menu

## Salad

Featuring Seasonal Greens, Assorted Salad Toppings and Dressings  
Sliced Fresh Fruit

## Entrees

**Your Choice of Three Entrees &  
Chef's Selection of Fresh Seasonal Vegetables and Appropriate Starch**

Grilled Atlantic Salmon Fillet  
Stuffed Capon Breast  
Black Pepper Crusted Roast of Beef  
Herb Roasted Chicken with Lemon Au Jus  
Slow Roasted Turkey Breast with Sage Gravy  
Honey Glazed Ham with Pineapple Sauce  
Slow Roasted Pork Loin

## Dessert

Allow our Pastry Team to Design a Seasonal Display  
or Special Dessert or Choose any Three:

Chocolate Mousse Cake  
Carrot Cake  
Seasonal Pies  
Cookies and Brownies  
Assorted French Confections

Freshly Brewed Coffee, Tea and Decaf

# Sit Down Dinner Menu

All entrée selections include, where appropriate, seasonal vegetables, chef's selection of starch & freshly baked rolls and butter

## Soups

*Consult the Executive Chef for a Selection of Seasonal Soups*

### **Soup du Jour**

**Butternut Squash Bisque**

**Southwest Chicken**

**Chilled Gazpacho Soup**

**Chilled Vichyssoise**

## Salads

### **Knollwood's Caesar**

*Tender Romaine Hearts, Freshly Grated Parmesan, Homemade Croutons and Creamy Caesar Dressing*

### **Gourmet Seasonal Greens**

*Seasonal Lettuce Greens, Tomatoes, Cucumbers, Fresh Goat Cheese Medallion and Balsamic Vinaigrette*

### **Iceberg Wedge**

*Topped with, Fresh Diced Tomatoes and Red Onion*

## Dinner Entrees

### **Grilled Filet Mignon**

*Madeira Sauce*

### **Grilled Atlantic Salmon**

*Lemon Beurre Blanc Sauce*

### **Char Grilled Provimi Veal Chop**

*Served with Morel Cream Sauce*

### **Stuffed Capon Breast**

*Served with Mushroom Pan Gravy*

### **Herb Roasted Rack of Lamb**

*Mint Sauce*

## Desserts

**Chocolate Mousse Cake**

**Housemade Carrot Cake**

**Crème Brûlée**

**Fresh Berry Cobbler with Vanilla Ice Cream**

## Coffee and Tea

Coffee and Tea Service

# Lunch Menu

All entrée selections include, where appropriate, seasonal vegetables, chef's selection of starch & freshly baked rolls and butter

## Soups

*Consult the Executive Chef for a Selection of Seasonal Soups*

### **Soup du Jour**

**Butternut Squash Bisque**

**Southwest Chicken**

**Chilled Gazpacho Soup**

**Chilled Vichyssoise**

## Salads

### **Caesar Salad**

*Tender Romaine Hearts, Freshly Grated Parmesan, Homemade Croutons and Creamy Caesar Dressing*

### **Gourmet Seasonal Greens**

*Seasonal Lettuce Greens, Tomatoes, Cucumbers, Fresh Goat Cheese Medallion and Balsamic Vinaigrette*

### **Iceberg Wedge**

*Topped with, Fresh Diced Tomatoes and Red Onion*

## Lunch Entrees

### **Chicken & Mushroom Crepes**

*Diced Poached Chicken with Wild Mushrooms Rolled in French Crepes and Served with a Dry Vermouth Cream Sauce*

### **Grilled Petite Filet**

*Crispy Fried Onions Served atop a Garlic & Blue Cheese Crostini with Madeira Sauce*

### **Stuffed Capon Breast**

*Served with Mushroom Pan Gravy*

## Lighter Fare

### **Caesar Salad**

*Creamy Caesar Dressing, Shredded Parmesan Cheese,  
Homemade Croutons and Tender Grilled Chicken Breast*

*Available with Salmon or Grilled Shrimp*

### **Knollwood Garden Club Salad**

*Grilled Chicken Breast atop Garden Greens with Haricot Verts, Granny Smith  
Apples & Crumbled Blue Cheese with a Walnut Vinaigrette*

### **Grilled Shrimp Salad**

*Grilled Shrimp Served atop Garden Greens with Tomato, Avocado & Asparagus  
Spears with an Orange Vinaigrette*

### **Poached Eggs Benedict**

*Classic Specialty Served with Housemade Hollandaise Sauce*

### **California Club Sandwich**

*Served on a Croissant with Avocado & Sprouts*

## Desserts

**Chocolate Mousse Cake**

**Housemade Carrot Cake**

**Crème Brûlée**

**Fresh Berry Cobbler with Vanilla Ice Cream**

## Coffee and Tea

**Coffee and Tea Service**