



Elks Lodge 641
1132 Clark St
Stevens Point WI., 54481
715-344-4021
elks641.com
elks641@gmail.com

Banquet Policies and Procedures

The follow policies explain the basic guidelines for Stevens Point Elks Lodge #641 and will assist you in the planning stages of your event. Specific details pertaining to the menu selections, room and table arrangements and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of Stevens Point Elks Lodge #641 to ensure a successful event.

A well planned and successful event requires review of the following policies:

1. ROOM RENTAL CHARGES

Room Rental is \$400.00 for non members
Room Rental is \$200.00 for current, paid members

2. ADVANCE PAYMENT

For all events, the room rental shall be paid to Stevens Point Elks Lodge #641 at the time of signing the contract. We require full payment of the estimated total number of guests ten (10) days prior to the function date. Confirmation of the final number of guests is required seven (7) days prior to the function date. If the required final number of guest count is not received, the total number will be used. Charges will be based on estimated, final or actual number served, whichever is larger. Any remaining balance is due in full at the conclusion of the event.

3. ROOM RENTAL FOR WEDDING, SHOWER OR BABY SHOWER

Room Rental is \$150.00
Food and Front Bar available at additional cost.

4. CANCELLATION POLICY

This agreement may be cancelled three (3) months prior to the function and receive a full refund. If cancelled less than three (3) months prior to the function, the deposit will not be refunded.

5. FOOD AND BEVERAGE

Stevens Point Elks Lodge #641 must provide all food and beverage, with the exception of Wedding Cakes.

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6. PREVAILING LAWS

All Federal, State and Local Laws with regards to food and beverage purchase and consumption are strictly adhered to. Stevens Point Elks Lodge #641 reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws.

7. SERVICE CHARGES AND SALES TAX

An eighteen percent (18%) service charge will be applied to all food and beverage revenue. The five and one half percent (5.5%) sales tax (or current tax rate) will be applied to all food charges.

8. SERVICE FEES

Two (2) Service Staff are included in the hall rental for a total of three (3) hours. Any time over the three (3) hour limit will be at the cost of the party. One (1) Bartender is included. Two (2) Bartenders are needed for over 150 guests. The second Bartender is at the cost of the applicant at a rate of \$15.00 per hour. Service Staff is \$15.00 per hour per staff member for additional staff.

9. CONDUCT

The host is responsible for the conduct of all persons in attendance and for any damages incurred upon Stevens Point Elks Lodge #641 or it's guests by individuals associated with or representing the group's organization.

10. SMOKING

Smoking is only allowed outside the premises.

11. LIQUOR SERVICE

Open Bar: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. Stevens Point Lodge #641 facility reserves the right to refuse service to any minor or person who cannot provide proof of age, per Wisconsin State Law. Stevens Point Elks Lodge #641, at its own discretion may discontinue beverage service if Wisconsin Laws are not obeyed. (IF UNDER AGE GUESTS ARE DRINKING, THE EVENT IS CANCELLED)

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12. ACT OF GOD

If, for reasons beyond our control, including but not limited to; labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of god, Stevens Point Elks Lodge #641 is unable to preform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Stevens Point Elks Lodge #641 be liable for consequential damages for any reason whatsoever.

13. DECORATING

Decorating the Ballroom prior to the event shall be discussed and arrangements will be made to let you in the premises for this purpose.

14. FORMS OF PAYMENT

Payment shall be in the form of check, cashiers check, cash or Credit Card. If payment is with a Credit Card, there will be a .5% extra charge for food and beverage.

I acknowledge the receipt and review of The Banquet Policies and Procedures of Stevens Point Elks Lodge #641

Signature _____ Date _____