



Elks Lodge #641
1132 Clark St
Stevens Point WI., 54481
715-344-4021
elks641.com
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Banquet Policies and Procedures

The follow policies are 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 etc. must be established prior to the event with the Lodge Food and Beverage Manager. Every effort will be made by the Food and Beverage Manager of Stevens Point Elks Lodge #641 to ensure a successful event.

- **BANQUET HALL ROOM RENTAL**

Banquet Hall Room Rental is **\$400.00** for non members.

Banquet Hall Room Rental is **\$200.00** for current, paid members.

- **FRONT ROOM RENTAL**

Front Room Rental is **\$200.00** for non members.

Front Room Rental is **\$100.00** or current, paid members.

Food and Front Bar is available at additional cost.

- **FOOD AND BEVERAGE**

Stevens Point Elks Lodge #641 must provide all food and beverages with the exception of Wedding Cakes when the rental is for the purpose of a Wedding.

- **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 Statutes. The Stevens Point Elks Lodge #641, reserves the right to refuse beverage service to any person(s) in attendance. (NO MINORS MAY CONSUME ALCOHOLIC BEVERAGES ON THE PREMISES, VIOLATION WILL RESULT IN THE CANCELING OF THE EVENT).

- **SERVICE CHARGES AND SALES TAX**

An eighteen percent (18%) service charge/gratuity 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.

- **SERVICE FEES**

Two (2) Servers are included in the hall rental for a total of three (3) hours. Any time over the three (3) hour limit will be added to the cost of the event. One (1) Bartender is included. Two (2) Bartenders are required for over 50 guests. The second Bartender will be paid at the rate of \$15.00 per hour. Any additional Serving Staff will be paid at the rate of \$15.00 per hour.

- **DECORATING**

Arrangements must be made with the Lodge staff to allow access to the premises for the decorating of the Banquet Hall or Front Room. All decorations must be approved by the Lodge staff prior to the event.

- **SMOKING**

Smoking is not allowed on the lodge property.

- **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 its guests by individuals associated with or representing the group's organization.

- **ADVANCE PAYMENT/ DEPOSIT**

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 estimated total number received 10 days prior 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.

- **FORMS OF PAYMENT**

Payment shall be in the form of check, cashiers check, cash or Credit Card. If payment is made with a Credit Card, an additional 3.0% will be applied to all charges.

- **CANCELLATION POLICY**

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

- **PREVAILING LAWS**

All Federal, State and Local Laws with regards to food and beverage purchase and consumption will be followed without exception. 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.

- **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 perform 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.

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

Signature _____ Date _____

