

# *Lakes of the Four Seasons Lakehouse*



*Date of Event:* \_\_\_\_\_ *Time of Event:* \_\_\_\_\_

*Type of Event:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *City:* \_\_\_\_\_

*State:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Est. Number of Guests:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Banquet Room Selected:* \_\_\_\_\_

*I have read the "Terms & Conditions" below and agree to them*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# Room/Space Selection & Usage Fee

*This Fee is Non-Refundable.*

*Reservations are considered tentative until fee has been received, & date requested has been approved by the Lakehouse management.*

## Please select from the following:

### Room Usage Fee

	<u>Member/Non-Member</u>
<input type="checkbox"/> Main Ballroom (Capacity 140)	\$350 / \$650
<input type="checkbox"/> Patios*	\$100* / \$200*
<input type="checkbox"/> Gazebo**	\$500** / \$1,000**
<input type="checkbox"/> Exclusive Lakehouse use with Banquet Services for 140 persons (maximum) (Restaurant closed for private use) <b>Requires:</b> Minimum of 100 person @ \$50 per person Food & Beverage Purchase Or a \$5,000 Food & Beverage Total Purchase	\$1,200 / \$2,400

## Miscellaneous Items Pricing

- ☐ Bartender Fee ... \$75.00
- ☐ Carver or Chef Fee ... \$75.00
- \* Adjacent to either Ballroom or Dining Room
- \*\*With the use of one room (indicate specific room)



# Banquet Services & Deposits

1. *Cost of banquet services & other related charges are good for thirty (30) days from date of event approved & booked, & prices are subject to change without prior notice.*
2. *Our Banquet Coordinator will provide you with a variety of banquet menus for your selections. In addition, the Lakehouse will be glad to talk to you about tailored menus. If you have a special menu or themed party, please ask our Banquet Coordinator for more information. **Your menu section must be finalized within ten (10) days prior to your event.** Thank you for your kind cooperation!*
3. *We require you provide a final guaranteed count within **ten (10) days** of your event. No count shall be lowered by more than 20% of final guaranteed count, or the room minimum, to retain & guarantee your selected room/site. **NO** exceptions.*
4. *All food & beverage consumed at your event must be supplied by the Lakehouse catering department. Cakes and/or other desserts may be the **only** exception. For Buffets' no "to-go" food containers or carry outs will be permitted. **NO** exceptions. Buffet food will only be out for a maximum of two (2) hours.*
5. *Evening Banquet/Receptions may start no earlier than **5:00 p.m.** and must end by **11:30 p.m.** (Maximum 6 hours). Bar closes 1 hour during dinner service and closes 30 minutes prior to the end of the event.*
6. *Charges for setting up the outdoor Patio/Gazebo may apply. Please discuss these services with the Lakehouse Banquet Coordinator.*
7. *A 7% sales tax & 20% service charge will be applied to all food & beverage charges.*
8. *A Fifty (50) person minimum / or \$1,500 minimum purchase for **ALL** events. No exceptions.*

# Policies & Liabilities

1. *A non-refundable "Room Usage Fee" is required to confirm your banquet/event as described on page 1.*
2. *No decorations can be pinned, thumb tacked, glued, or attached to walls, ceilings, floors, or furnishings. Please discuss allowed decorations with the Lakehouse Banquet Coordinator. \*No confetti or confetti type of decorations\**
3. *Entertainers contacted to perform for your event must contact the Lakehouse management prior to your scheduled event & agree to all Lakes of the Four Seasons Rules & Regulations.*
4. *Banquet rooms must be vacated by designated times unless previous arrangements have been made with the Lakehouse management.*
5. *Lakes of the Four Seasons Lakehouse and/or POA shall not be held responsible for lost or stolen articles. LOFS will not be held liable for any damages to goods, in upon or about our premises. LOFS will not be held liable for any loss or injury to any person(s), goods, vehicles, or property of any person from the use of our banquet facilities. Furthermore, any damage to LOFS property will be charged to the stated contracted party.*
6. *In accordance with state health policies, any prepared food left over from your buffet/event may not be taken from the facility. **NO** exceptions. All Alcohol consumption will be monitored as in accordance with Indiana Law.*
7. *At the bar – All alcoholic beverages consumed, the Lakes of the Four Seasons Lakehouse (including patio areas) will be furnished by this establishment in accordance with Indiana Law (7, 1-5 – 10-2). **NO** outside alcohol may be brought into the facility. **NO** exceptions.*
8. *Payment is required at the end of your event. Cash, Credit Cards (Visa, Master Card, Discover, and American Express) will be accepted for payment. No personal checks. Thank You!*
9. *LOFS management reserves the right to determine & remove any person or persons from the Lakes of the Four Seasons properties during an event/banquet should their behavior be deemed inappropriate or considered detrimental to LOFS property or liability.*

***Thank you for selecting***

***Lakes of the Four Seasons.***