

LAFAYETTE CLUB CATERING POLICIES

SERVICE CHARGE and SALES TAX: Food and beverage prices are subject to 20% Service Charge for members and sponsored events, 22% Service Charge for all non-members plus current sales taxes. *The Service Charge is the sole property of the Lafayette Club. Due to market fluctuations in food, pricing is only guaranteed ninety (90) days prior to event.

ADVANCE DEPOSIT: A deposit will be required on all events before reservations are confirmed. This amount will be stated on your contract and is non-refundable and will be applied to your final bill.

GUARANTEE/PAYMENT: A final guest count guarantee must be provided four (4) business days prior to event. You will be charged based on guarantee or the actual number served, whichever is greater. Payment for estimated bill is required prior to the date of the function.

FOOD AND BEVERAGE REGULATIONS: Due to Health Department regulations, Club Policy and our liquor license, all food and beverage must be provided by and consumed at Lafayette Club. **We reserve the right to confiscate any alcohol brought onto the premises.**

MINIMUM REQUIREMENTS: We require a food purchase for all events. Lunch food minimum \$20.00++ per person; Dinner food minimum \$28.00++ per person. All food items, soft drinks, alcoholic beverages must be purchased from Lafayette Club. This does not include any room rental charges.

***Note:** Saturday the Lakeview and Ballroom **must** be reserved together and food minimum is \$10,000 prior to tax and service charge. Friday and Sunday they may be rented separate and food minimum is \$6,000 for Ballroom and \$4,000 for Lakeview Room.

ROOM RENTAL: Ballroom and Lakeview Room: \$1,500 Saturday; \$1,000 Friday or Sunday.

TASTINGS: Food tasting's may be scheduled after your deposit has been received and can be scheduled Tuesday - Thursday and completed by 5:00 p.m. All tastings are scheduled through the Catering Office and subject to Chef availability. Please allow a minimum of two weeks advance notice. All prices will be based on menu price and paid the day of tasting.

WEDDING/BIRTHDAY CAKES: There is a \$1.25 per person plate charge for all cakes/cupcakes.

VACATE and LAST CALL TIMES: The Club closes at 12:00am. All guests must vacate the property, unless staying in hotel rooms, no later than 12:30am. All decor must be taken down and removed from the building at the conclusion of your event. All bars will close 15 minutes prior to Club closing time

VALET PARKING: We require one (1) valet for every 50 guests at \$125.00 per valet. We are not responsible for damage to vehicles parked by our valet, or lost or stolen articles.

COAT CHECK: A \$100 fee is incurred when needed. We do not check purses or personal items.

MILITARY PRICING: We offer discounted pricing for all active military. Please see catering for additional information.

WEDDING GIFTS and CARDS: Please assign person to monitor and remove all wedding gifts and cards prior to the start of dinner.

PHOTOGRAPHS: We provide two (2) designated areas outside for photographs. All other areas on the Lafayette grounds are not permitted. Lafayette Club reserves the right to take and use pictures of your event.

MUSIC/ENTERTAINMENT: Please have all entertainers contact Catering Office prior to your event.

ALCOHOL SERVICE POLICY

Lafayette Club would like your event to be a success and we will do our best to make it so. As the host, you are accountable for the behavior of your guests. Please help our staff enforce responsible drinking behavior. No outside alcohol is allowed. Lafayette Club does not serve any alcohol shots.

To best protect the Lafayette Club, its employees, members and clients, our staff is trained to ID all patrons who appear to be under the age of 40. Failure to produce a valid form of identification will result in a non-sale of alcohol. This includes ALL alcoholic beverage offerings such as cash bars, wine pours during event and passed beverages during a catering event. Please remind your guests to come prepared and respect the request when prompted.

Containers Brought Into Premises (340A.512) A licensed retailer of alcoholic beverages may prohibit any person from bringing into their licensed premises any container of alcoholic beverages, or from consuming from such a container on their licensed premises, without the licensee's permission.

In accordance with the terms of our liquor license, insurance coverage and the Minnesota State Statutes (M.S.A. 340.A.503, M/S/A. 340A.502) we cannot serve alcohol to anyone who shows signs of obvious intoxication or to anyone under the age of 21. No minors can purchase, obtain from others, possess or consume alcohol at this licensed event. A valid picture driver's license or valid government issued passport are the only forms of identification we can accept for proof of age. Lafayette Club reserves the right to control liquor consumption and to cease serving any individual who appears intoxicated.

ADDITIONAL ITEMS:

***Lafayette Club Reserves the right to charge additional labor fees as needed and will be included in estimates. Additional fees for cleanup, etc. may also apply after conclusion of your event.**

***Lafayette Club is not responsible for any lost or stolen items.**

ON-SITE CEREMONIES

CEREMONY FEE: \$1,900 with Maximum capacity of 250 people. The fee includes the set up and tear down of up to 200 white folding chairs, microphone and changing rooms for the bridal party. This fee applies only to ceremonies conducted on site and does not include any fees for reception rooms, food or beverage.

Evening Ceremony times: Friday: 5:30 p.m. or later Saturday: 4:30 p.m. or later

For daytime ceremony availability, please contact the Catering department.

DAY OF COORDINATOR: All on-site ceremonies require a professional day-of coordinator, hired by you, to be on site from time of set-up until the conclusion of ceremony. Lafayette Club can provide you with a list of preferred coordinators.

GETTING READY SPACES: Lafayette Club provides getting ready spaces for the bridal party to get ready on-site and is available for up to six (6) hours. All personal belongings must be removed from these areas prior to ceremony. **No outside alcohol allowed.** These spaces are not over-night rooms.

PHOTOGRAPHY: Lafayette Club has designated areas for photography before or after ceremony. Photographs are only permitted in these areas.

ADDITIONAL INFORMATION:

*No rose pedals or confetti allowed in ceremony site.

*Additional white folding chairs are available for rental through Lafayette Club.

*Tenting is permitted.