

LAFAYETTE CLUB CATERING POLICIES AND ADDITIONAL CHARGES

SERVICE CHARGE AND TAX - Food and beverage prices are subject to 20% Club service charge for members and 22% for all non-members. State sales tax charges are based on current tax base.

**The Service charge added to food and beverage bills if the sole property of the Lafayette Club and has the right to complete discretion as to its use and distribution.*

ADVANCE DEPOSIT - A deposit will be required on all member and non-member parties before reservations can be confirmed. This amount will be stated on your reservation contract. This deposit is non-refundable and will be applied to your final bill.

SPONSORSHIP - If a Lafayette Member, in good standing, agrees to sponsor you for your event, you will receive a 30% discount on banquet room rental. See Banquet Room Rental Section for fees.

PAYMENT - Non-members/non-sponsored parties are required to pay the entire estimated/guaranteed bill prior to the date of the function; 50% of the estimated bill is due three months prior, and the remaining estimated 50% is due two weeks prior to the event.

GUARANTEE - A guarantee for the number of guests is required four (4) business days prior to food service. You will be charged for the number of meals guaranteed or the actual number served, whichever is greater. Lafayette Club reserves the right to provide alternate meal for numbers greater than guarantee.

PRICES/COSTS - Due to changing market conditions, all menu and liquor pricing is subject to change. Lafayette Club will guarantee all contracted events ninety (90) days prior to event.

FOOD AND BEVERAGE REGULATIONS - Due to Health Department regulations and Club Policy, food and beverage consumed on the premise must be provided by the Lafayette Club. Health Department regulations prohibit us from allowing guests to take home food or beverages. Our liquor license states all alcoholic beverages must be purchased and consumed at the club. **We reserve the right to confiscate any alcohol brought onto the premises.**

MINIMUM REQUIREMENTS – Lafayette Club requires a food purchase for all functions booked.

Off-Season Minimums:

Marquis Room \$500++ Fairway Room \$1,000++
Lakeview Room \$4,500++ Ballroom \$6,500++
Ballroom/Lakeview Room (Booked together) \$10,000++.

Peak-Season Minimums:

Marquis Room \$500++ Fairway Room \$1,500++
Lakeview Room \$5,000++ Ballroom \$7,000++
Ballroom/Lakeview Room (Booked together) \$11,000++.

*Please Note: Saturday evenings during peak-season the Ballroom and Lakeview room must be rented together.

TASTINGS - Food tastings may be scheduled after your deposit has been received. Tastings may be scheduled Tuesday – Thursday only and must be completed by 5:00p.m. All tastings must be scheduled through the catering office and are subject to Chef availability and must be scheduled a minimum of two (2) weeks in advance. All tasting prices will be based on current menu price and must be paid the day of tasting.

PIANOS - We have one Steinway ebony baby grand piano available on the main floor at \$100.00.

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

VACATE & LAST CALL TIMES - The club closes at 12:30am. All Guests must leave the property, unless staying in hotel rooms no later than 1:00am. There will be a \$200 charge if all guests have not vacated the premises by 1:00a.m. All centerpieces & supplies must be taken down and removed from the building following your event. All bars will close 15 minutes prior to club closing time.

CHILDREN - Children must have adult supervision at all times. This is for the protection of the children and our facility. Additional staff fees will apply when number of children exceeds 15 or more.

CENTERPIECES - We would be happy to assist you in ordering tabletop arrangements. We also have the following items available:

Votive Candles \$1.50 each Glass Hurricanes w/candle and fresh greens \$22.00

BARTENDERS - If alcohol sales total less than \$400.00 per bar, there will be a \$75.00 fee per bartender added to your final bill.

SECURITY

Lafayette Club reserves the right to hire outside security officers to be on duty during your event. There is no cost to you, it is provided by the club to ensure the safety of you, your guests and members while at Lafayette Club.

VALET PARKING

We schedule one (1) valet for every 40 guests at \$125.00 per valet. Gratuity is appropriate. We are not responsible for damage to vehicles parked by our valet, or lost or stolen articles.

WEDDING GIFTS and CARDS

Please have a person from your function take care of all wedding gifts and cards. Please have gifts and cards removed from the room upon leaving that area. Lafayette Club is not responsible for any lost or stolen items.

PHOTOGRAPHS

We provide two (2) designated areas outside for photographs. All other areas on Lafayette grounds or golf course are not permitted.

DELIVERIES

Please do not have flowers, cakes or perishable items delivered more than two hours before your function. Place cards, table counts, etc. may be sent to the Catering Office one week in advance. Also, make sure all such items are clearly labeled with your function name. Lafayette Club is not responsible for any articles left after the function.

MUSIC AND ENTERTAINMENT

It is important for your entertainer to contact the Catering office regarding set-up times, location of equipment, power needs, etc. Lafayette Club is not responsible for any articles left after the function.

ALCOHOL SERVICE POLICY

Lafayette Club would like your party 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. Lafayette Club does not serve any shots.

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.

HOST ACKNOWLEDGMENT

Name of Function _____ Function Date _____

Host Name _____

Signature _____ Date _____

EQUIPMENT AVAILABLE FOR RENTAL USE

LCD panel (649x480 max)	\$150.00
42" TV	\$ 50.00
55" Smart TV	\$ 75.00
DVD Player	\$ 25.00
Screen	\$ 25.00
Cordless microphone	\$ 50.00
Lavaliere microphone	\$ 50.00
Piano	\$100.00
Staging (3 Sections)	\$ 40.00 (per section)
Podium	\$ 25.00
Speaker Phone	\$ 50.00
Dance Floor	\$250.00
Flipchart	\$ 40.00
Tripod Easel	\$ 5.00
Extension Cord	\$ 5.00