



10911 Concord Park Drive Knoxville, TN 37922

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Thank you for considering Lakeside Tavern for your banquet celebration, we look forward to serving you and your guests! The Sunset room offers a beautiful view overlooking Lake Loudon and the historic community of Concord.

Deposits/Cancellations/Fees

- The Lakeside Tavern banquet room is reserved on a first come first serve basis, therefore, the room cannot be tentatively held. A valid credit card number is required when booking the room. There is no charge to hold the room but **\$250.00** charge will be applied to this card if your event is cancelled within 2 weeks for a weekday booking or 2 months for a weekend booking. **Before any booking can be confirmed the contract attached, outlining your understanding and acceptance of all information covered within these guidelines must be completed and returned to Lakeside Tavern. When the contract is received confirmation will be sent back to booking party securing the room. Please keep this confirmation for your records.**
- The Sunset Room holds up to **55** guests and is complimentary to groups of **41** or more. A **\$100.00** room fee will be applied to all parties that either reserve the room for less than **40** or have less than **40** attend the event. This **\$100.00** room fee must be paid with one form of payment and cannot be split amongst several guest checks

Menu Arrangements

- A party with 20 guests or less can choose to order off of our dining menu. Parties of 21 or more will be asked to choose one of the options from our banquet menu.
- A party with 21 or more guests will require payment on one check only.
- Appetizers can be ordered ala carte or at a “platter” price of **\$59.99** (as a general estimate one platter is recommended for every 15- 20 guests).
- Lakeside Tavern also offers a warm chocolate fountain with assorted items for dipping, at **\$129.99**

Guarantees

- The Menu must be set no later than **2 weeks** in advance and a final guest count is required **72 hours** (3 business days) before your scheduled event date. Lakeside Tavern wants to provide you and your guests with the best possible service. Should the actual number of guests who attend the event be less than the final guarantee, a charge of \$20 will be added for each guest not in attendance until the final guarantee is met.

Payments

- Payment is based on your bill the day of your event and any discrepancies between your guaranteed number and actual one. Payment is due at the conclusion of your event in the form of cash, credit card, or company check. Tax-exempt institutions must have a Tennessee State Sales Tax Exempt form on file with Lakeside Tavern before the scheduled event. If tax-exempt, credit cards and checks must be in the organization's name.

Additional Charges

Service charges and tax:

- Bar with selection of beer and wine in room with bartender (optional) **\$75**
- Service Charge-**20%** gratuity on all food and beverage
- TN State Tax-**9.25%** added to all food and beverage
- Table Linens (optional)-**\$4** per linen (typically 1 linen per 2 tables)
- Self Service Beverage Station (Tea, Water and Coffee) set-up in room- **\$75**

Dessert Fee (for those who choose to provide their own dessert):

- **\$1.00** per person

Juice or Coca-Cola products

- **\$2.59** each

Additional Information

The host is responsible for any damages to the facility. Furthermore, we at Lakeside Tavern will strive to meet special requests from our patrons but do reserve the right to refuse any request not outlined in these guidelines.

Lunch Event Menu Options

Tier I

Chicken Pasta
Colossal Club
Blackened Tilapia
BBQ Chicken Sandwich
Fish and Chips*
Wood-Grilled Salmon
Jamaican Jerk Chicken
Concord Pecan Chicken Salad

Tier 2

4oz. Filet Medallion
7oz. Hickory-Grilled Sirloin
Crab Cake
Tavern Strawberry Salad
Grilled Chicken Caesar
Smoked Salmon Caesar

*Fish and Chips will be served with French Fries, unless otherwise specified.

Tiered Menu Choices

All prices are per person and include choice of 1 side item from below as well as coffee, tea and bread.

Option 1: Choose any 3 entrees from Tier I..... \$11.49

Option 2: Choose any 3 entrees from Tier I AND/OR Tier 2..... \$13.49

Add House or Caesar salads for \$1.99 per person

Sides

Steamed Broccoli
Shiitake Mushroom Rice Pilaf
White Cheddar Mashed Potatoes
Pecan Brittle Sweet Potato Casserole
Fresh Vegetable Medley

Desserts (\$4.99 per person)

Strawberry Cake
Chocolate Mousse Cake
Key lime Pie
Chocolate Fountain (\$129.99 flat-rate)

Appetizer Platters are available for \$59.99 each and serve approximately 15-20 guests.

Lunch Menu item descriptions:

Colossal Club – Roasted turkey breast, baked ham, applewood-smoked bacon, Swiss and cheddar cheeses, leaf lettuce, tomato slices and chipotle mayonnaise on our toasted wheat bread.

BBQ Grilled Chicken Sandwich – A juicy, grilled chicken breast basted with our signature barbecue sauce, topped with melted pepper jack cheese, applewood-smoked bacon, lettuce and tomato slices. Served on a bakery fresh bun.

Fish and Chips – Lightly Breaded and fried golden brown, served with our homemade remoulade sauce.

Lakeside Chicken Pasta - Marinated roasted chicken breast, mushrooms, spinach, sundried tomatoes and broccoli florets, sautéed with penne pasta in a light white wine cream sauce.

Jamaican Jerk Chicken – Grilled, double breast of chicken marinated in a flavorful Jerk sauce. Served with a grilled pineapple wedge.

4oz Filet Medallion – A center-cut filet medallion aged to perfection and grilled the way you like it.

Concord Pecan Chicken Salad – Thinly sliced, double breast of chicken served over crisp field greens, caramelized pecans, sweet mandarin oranges, bleu cheese crumbles, raisins, and fresh sliced celery. Paired with our housemade honey vinaigrette dressing.

Grilled Chicken Caesar – Tender, grilled chicken breast, sliced thin and served over crisp romaine lettuce tossed in our signature Caesar dressing with made from scratch croutons and imported parmesan cheese.

Blackened Tilapia – Tilapia, pan seared and blackened.

Tavern Chicken Tenders – Fresh, hand-breaded chicken tenders fried crisp and golden. Served with our homemade honey mustard and barbecue sauces.

Wood-Grilled Salmon - Grilled Atlantic salmon topped with mustard dill sauce.

Rib platter – Slowly grilled to perfection over hardwood coals, then basted with Tavern barbecue sauce.

Hickory Grilled Sirloin - Premium center-cut sirloin, aged to perfection and grilled just the way you like it.

Tavern Strawberry Salad – Tender grilled chicken breast, sliced thin and served over fresh greens with strawberries, caramelized pecans and bleu cheese crumbles. Served with our house made honey vinaigrette.

Smoked Salmon Caesar – Crisp romaine lettuce tossed in our signature Caesar dressing, topped with house smoked salmon, made from scratch croutons and imported parmesan cheese.

Required Luncheon Menu Information (BEO Page I)

Booking Party Contact Information

Contact Name _____ Date of banquet _____
Company or Banquet Name _____ Time of banquet _____
Contact Phone # _____ E-mail _____
Approximate number of guests _____ (# of guests must be confirmed 72 hours prior to date of banquet)

Food Selection

Appetizers: YES or NO (Please CIRCLE) Size: Platter or Regular (Please CIRCLE)
If Yes, please CIRCLE size and list each appetizer: _____
Please specify the time you would like the appetizers served: _____

Menu Selection: Tier Option or Off Menu (Please CIRCLE)

If Tier Option, please select Tier: I 2 (Please CIRCLE)

Tier Entrée Choices:

Tier Side dish:

Tier Salad YES or NO (Please CIRCLE)

If Yes, please initial understanding that there is a \$1.99 up-charge _____ AND please CIRCLE 3 dressings:
Buttermilk Ranch, Jalapeno Ranch, Wasabi Ranch, Avocado Ranch, Bleu Cheese, 1000 Island, Honey Mustard, Balsamic Vinaigrette, Honey Vinaigrette, Raspberry Vinaigrette, Classic Vinaigrette, Cilantro Vinaigrette

Tier Desserts: YES or NO (Please CIRCLE)

If Yes, please select 2 from Lunch Event Menu Options Page: _____

Chocolate Fountain: YES or NO (Please CIRCLE)

If Yes, please CIRCLE 3 of the following: Pineapple - Cherries - Marshmallows - Strawberries

If bringing your own dessert, please initial understanding that there is a \$1.00 Cake Fee per person _____

Alcohol Selection

Alcohol: Main Check or Separate Tabs or None (Please CIRCLE)

If Main Check OR Separate Tabs, please specify: Open Bar or Wine/ Beer Only (Please CIRCLE)

Wine and Beer Bar in Room? YES or NO (Please CIRCLE)

If you would like a Bar setup in the room, please list your wine and beer selections and initial understanding that there is a \$75 Bar Service Charge _____

Choices of beer: _____

Wine Choices: _____

Required Luncheon Menu Information (BEO Page 2)

Optional Services

Tablecloths (\$4.00 per cloth): WHITE or BLACK or NONE (Please CIRCLE)

Table Set-up (Availability Varies by Party): YES or NO (Please CIRCLE)

If Yes, please specify (example: One long table, U-Shape table, Classroom-Style, etc...): _____

Extra Tables (Availability Varies by Party): YES or NO (Please CIRCLE)

If Yes, please specify (example: Décor table, Sign-in table, etc...): _____

Projection Screen (Complimentary): YES or NO Projector: YES or NO (Please CIRCLE)

If Yes, please initial understanding that there is a \$75 A/V Service Charge for the Projector. _____

Billing Information

Billing Location: Charge Card on File or Invoice or Pay-in-House (Please CIRCLE)

Will this be all on one check? YES or NO (Please CIRCLE)

Please note that separate checks are not available for parties larger than 20.

Will your party be Tax Exempt? YES or NO (Please CIRCLE)

If Yes, please provide a copy of your Tax Exemption Form with this Order Form.

Please initial here understanding that there is a \$20 per person charge added for absent guests the day of banquet. _____

Please initial here understanding that there is a \$100.00 room charge for 40 people and under. _____

***The banquet room is available for decorating no earlier than 1 hour prior to time of banquet. Please do not use any form of confetti or tape on the windows.*

Sign: _____

Date: _____



LUNCHEON REQUIRED CONTRACT INFORMATION

Company or Banquet Name: _____

Date of Banquet: _____ Time of Banquet: _____

Approximate # of guests: _____

Contact Name: _____

Contact Phone #: _____ E-mail: _____

_____ Please initial, understanding the following guidelines:

- Understanding that the number of guests must be confirmed 72 hours prior to date of Banquet.
- Understanding that a \$20 per person charge is added for each absent guest the day of banquet.
- Understanding that the Required Dinner Menu Information will be returned at least two (2) weeks prior to your event.

Sign _____

Date _____

Credit Card #: _____ Exp. date: _____

Please return this sheet complete with all requested information, signed and dated confirming not only your receipt of these guidelines, but your understanding and acceptance of all information included within.