



**WEEKDAY LUNCHEON  
BANQUET INFORMATION PACKET  
WITH  
CONTRACT**

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**TABLE OF CONTENTS**

**I.....DEPOSITS, CANCELLATIONS, AND FEES**  
**II.....GUARANTEES**  
**III.....PAYMENTS**  
**IV.....MENU ARRANGEMENTS**  
**V.....OPTIONAL CHARGES**  
**VI.....ADDITIONAL INFORMATION**  
**VII....LAKESIDE TAVERN'S RECOMMENDED MENUS**  
**IIX....LUNCHEON MENU OPTIONS**  
**IX.....MENU ITEM DESCRIPTIONS**  
**X.....APPETIZER DESCRIPTIONS**  
**XI.....BANQUET EVENT ORDER PAGES 1, 2, AND 3**  
**XII....LUNCHEON CONTRACT**

*Thank you for considering Lakeside Tavern for your private dining experience; we look forward to serving you and your guests!*

## DEPOSITS, CANCELLATIONS, AND FEES

- The Lakeside Tavern Sunset Room is reserved on a first come first serve basis. A **forty-eight (48) hour Hold** may be placed on the Room for a date of interest, giving time to review information. This hold does not constitute a reservation and will be dropped if no contact is made between the booking party and Lakeside Tavern after the forty-eight (48) hours has expired. A valid credit card number is required when booking the Room, though there is no charge to finalize a reservation.
- A **\$250.00** charge will be applied to the card on file if your event is **cancelled** within two (2) weeks for a weekday booking or two (2) months for a weekend booking. The Room may be booked Monday through Saturday between the hours of **11am-3:30pm** or **4:30pm-close**. The Banquet Room is available on Sundays **after 4:30pm**.
- Before any booking can be confirmed, the Contract (attached, Page 13) outlining your understanding and acceptance of all information covered within these guidelines must be completed and returned to Lakeside Tavern. The Contract may be returned via email or a physical copy may be mailed or hand delivered. When the Contract is received, confirmation will be sent back to the booking party securing the Room; please keep this confirmation for your records.
- A **Food and Beverage Minimum of \$250** is to be met to reserve this Room on a week day (Monday-Friday); this does not include Taxes or Service Charges. This minimum must be configured before any reservation is made. Excludes Holidays and Holiday Season (December 1<sup>st</sup>- December 31<sup>st</sup>) where the minimum is **\$500.00** for all Luncheons; this does not include Taxes or Service Charges. Failure to reach any Minimum will result in an Un-Met Minimum Charge totaling the remaining difference.

## GUARANTEES

- The Menu must be set no later than 2 weeks in advance and a final guest count is required **three business days** before your scheduled event date; Lakeside Tavern wants to provide you and your guests with the best possible service. If any major additions or subtractions to your guest count are discovered at any time (approximately five guests applies as major), please let the Coordinator know as soon as possible so that we are able to schedule your Event accordingly. 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.

## PAYMENTS

Payment is based on your bill the day of your event and any discrepancies between your confirmed and actual guest count. All prices are listed before applicable Taxes or Service Charges (listed below). Payment is due at the *conclusion* of your event in the form of **cash, credit card or company check**. **Personal checks will not be accepted**. The Final Bill will be in the form of an Itemized Receipt, which will list your Subtotal (served/prepared items), Service Charges, and Tennessee State Tax. 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.

*A party with 21 or more guests will require payment on one check only.*

ADDITIONAL CHARGES	
<i>Service Charge</i> <b>20%</b> Added to Subtotal before Taxes	<i>Tennessee State Tax</i> <b>9.25%</b> Added to Subtotal before Gratuity

## MENU ARRANGEMENTS

- A party with 20 guests or less may choose to order off of our regular Luncheon Menu.
- Parties of 21 or more will be asked to choose one of the options from our Tiered Banquet Menu or our Recommended Menus (attached, Pages 3 and 4).
- Dinner menus are used all day on Saturday and *guests wishing to book a Saturday Luncheon must use the Dinner Banquet Information Packet as reference.*
- Appetizers are not included in the Tiered Pricing, but may be ordered à la carte or at a platter price of **\$59.99** (as a general estimate, one platter is recommended for every 15- 20 guests); platters consist of one appetizer, not an assortment.

## OPTIONAL CHARGES

### Table Cloths

**Choice of white or black**

(Please note that this will not affect napkins, which will remain complimentary, black cloth)

**\$4.00** per Cloth (typically one linen per 2 tables)

### Bar with selection of beer and wine in Room with Bartender

**\$75** (does not include price of beverages and all alcohol must be placed on Main Check; **not a cash bar**)  
*Guests that do not wish a Bar to be set up in the Room may simply order alcohol from their Servers, who will retrieve it for them and not have to leave the Room.*

### Dessert Fee

For those who choose to provide their own dessert...

**\$1.00** per person (*Self-served*)

**\$2.00** per person (*House-served*)

*Lakeside Tavern will set up a separate table with plates and silverware for any guests that provide their own dessert.*

### Juice or Coca-Cola products

**\$3.19** each (*Sodas are served with complimentary refills*)

## 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.

# LAKESIDE TAVERN'S RECOMMENDED MENUS

These hand-picked and perfected menus have been paired for your convenience. **Certain substitutions may be available upon request.** Appetizer Platters may be added and each menu includes coffee, iced tea, water, and bread.

*Listed prices do not include tax or service charges.*

<p style="text-align: center;"><b>THE CANOE</b></p> <p style="text-align: center;"><small>TIER I</small> <i>\$14 Per Person</i></p>	<p>Signature Entrées: Lakeside Chicken Pasta, Wood-Grilled Salmon, Concord Pecan Chicken Salad Side: Yukon Gold Mashed Potatoes</p> <p>- House Salads are not included with Luncheons, so the Concord Pecan Chicken Salad was added to this list for the guests that may wish for something on the lighter side. The Lakeside Chicken Pasta and the Concord Pecan Chicken Salad are both standalone dishes, so the Yukon Gold Mashed Potatoes would only accompany the Wood-Grilled Salmon.</p>
<p style="text-align: center;"><b>THE PONTOON</b></p> <p style="text-align: center;"><small>TIER II</small> <i>\$16 Per Person</i></p>	<p>Signature Entrées: 4oz. Filet Medallion, Tavern Strawberry Salad, Jumbo-Lump Crab Cake Side: Steamed Broccoli</p> <p>- A slight bump up from Tier 1, this list provides your guests with the most selected items on our lunch menu. The Tavern Strawberry Salad is also a standalone dish and is listed to provide your guests with a green option. Therefore, only the 4oz. Filet Medallion and the Jumbo-Lump Crab Cake would be served with the Steamed Broccoli.</p>
<p style="text-align: center;"><b>THE SAIL BOAT</b></p> <p style="text-align: center;"><small>TIER II</small> <i>\$16 Per Person + \$1.99 Per Salad</i></p>	<p>Signature Entrées: 4oz. Filet Medallion, Wood-Grilled Salmon, Cilantro-Lime Grilled Chicken Side: Shiitake Mushroom Rice Pilaf House Salad with Dressings: Creamy Buttermilk Ranch, Sweet Honey Mustard, Tangy Balsamic Vinaigrette</p> <p>- Adding the option of a House Salad before entrées certainly elevates the class of any luncheon event by providing a health-conscious starter for your guests. The Filet Medallion, the Salmon, and the Cilantro-Lime Grilled Chicken highlight Lakeside Tavern's ability to please guests with perfectly prepared, premium grilled entrées any time of the year.</p>
<p style="text-align: center;"><b>THE YACHT</b></p> <p style="text-align: center;"><small>TIER II</small> <i>\$16 Per Person + \$1.99 Per Salad + \$4.99 Per Dessert</i></p>	<p>Signature Entrées: 7oz. Hickory-Grilled Sirloin, Blackened Tilapia, Jamaican Jerk Chicken Side: Pecan Brittle Sweet Potato Casserole House Salad with Dressings: Avocado Ranch, Bleu Cheese, Classic Vinaigrette Desserts: Two-Layer Key Lime Pie, Strawberry Cake</p> <p>- A 3-course meal of Salad, Entrée and Side, and Dessert. Guests are able to opt out of ordering a Salad or Dessert to accommodate their state of hunger, but will be pleasantly surprised to find a full meal available to them, should they wish to partake in every course.</p>

*Additional Side Dishes available upon request; +\$2.99 per person.*

# **LUNCHEON EVENT MENU OPTIONS**

These options are listed for those that may wish to build a Plated-Style Event from scratch. Lakeside Tavern offers Tiered Menu Pricing, in which all prices are per person and include choice of side item from below as well as coffee, iced tea and bread. The selected side will accompany each entrée except for Stand-Alone Dishes.

Option 1: Choose any 3 entrees from Tier 1..... \$14

Option 2: Choose any 3 entrees from Tier I AND/OR Tier 2..... \$16

## **TIER 1**

Chicken Pasta  
Colossal Club  
Blackened Tilapia  
BBQ Chicken Sandwich  
Fish and Chips\*  
Jamaican Jerk Chicken  
Cilantro-Lime Grilled Chicken  
Concord Pecan Chicken Salad (*Stand-alone*)

## **TIER 2**

4oz. Filet Medallion  
7oz. Hickory-Grilled Sirloin  
Grilled Salmon with Mustard Dill  
Tavern Crab Cake  
Tavern Strawberry Salad (*Stand-alone*)  
Grilled Chicken Caesar (*Stand-alone*)  
Smoked Salmon Caesar (*Stand-alone*)

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

◆ **Add our Signature House Salads for \$1.99 per person**

◆ **Add a Side Dish to all Signature Entrées for \$2.99 per person (*minus Stand-alone dishes*)**

## **SIDES**

Steamed Broccoli  
Steamed Green Beans  
Shiitake Mushroom Rice Pilaf  
Yukon Gold Mashed Potatoes  
Pecan Brittle Sweet Potato Casserole  
Fresh Vegetable Medley  
Steamed Asparagus (*+1.99 per person*)

## **DESSERTS**

(*+\$4.99 per order, optional*)  
Two-Layer Key Lime Pie  
Strawberry Cake  
Chocolate Mousse Cheesecake  
*or*  
Chocolate Fountain (*\$129.99 flat-rate*)  
(Includes choice of three dippers)

***Appetizer Platters are available for \$59.99 each and serve approximately 15-20 guests. Available Appetizers are listed on page 6.***

# **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, sun-dried 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, Craisins, and fresh sliced celery. Paired with our House-made 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**

Delivered fresh daily, our Tilapia is pan seared and blackened with Cajun Spices.

## **WOOD-GRILLED SALMON**

A six-ounce cut of Atlantic salmon grilled over wood coals and topped with our signature mustard dill 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.

## **TAVERN CRAB CAKES**

Hand-formed, jumbo-lump, blue crab cakes pan-seared to golden brown and crowned with a sweet and spicy remoulade sauce.

## **CILANTRO-LIME GRILLED CHICKEN**

A double breast of chicken marinated, grilled, and basted in our flavorful Cilantro-Lime Sauce.

## **APPETIZER DESCRIPTIONS**

Appetizers may be ordered a la carte (for parties with less than 20) or at a “platter” price of **\$59.99** (as a general estimate one platter is recommended for every 15-20 guests); *platters consist of one appetizer, not an assortment.*

### **BUFFALO CAULIFLOWER**

Fresh cauliflower florets fried then tossed in our homemade buffalo sauce; accompanied by bleu cheese dressing and sliced cucumbers.

### **SOUTHWEST EGG ROLLS**

Seasoned grilled chicken breast, sweet corn, black beans, red pepper, onions, cheddar and Monterey Jack cheeses inside a crispy wonton wrapper; served with a cool avocado-ranch dipping sauce.

### **PARMESAN FRIED ASPARAGUS**

Fresh asparagus spears lightly coated in seasoned batter then fried golden to a crispy, golden brown; served with a zesty wasabi-ranch dipping sauce.

### **SMOKED SALMON**

Fresh house-cured salmon filet served with toast-points, capers and homemade remoulade sauce.

### **SPINACH DIP**

Fresh spinach and creamy artichoke dip served with homemade salsa, sour cream, and fresh corn tortilla chips.

### **TAVERN SPICY SHRIMP**

Tender shrimp lightly battered then fried to golden brown; served with sweet and spicy Asian sauce.

### **AHI TUNA WONTON STACK**

Pepper-encrusted, Sashimi-grade Ahi tuna lightly seared and sliced thin on crispy wontons with cucumbers; served with soy ginger sauce and wasabi.

# REQUIRED LUNCHEON MENU INFORMATION (BEO PAGE 1)

## BOOKING PARTY CONTACT INFORMATION

Contact Name \_\_\_\_\_ Date of banquet \_\_\_\_\_  
Company or Banquet Name \_\_\_\_\_ Time of banquet \_\_\_\_\_  
Contact Phone # \_\_\_\_\_ E-mail \_\_\_\_\_  
Approximate number of guests \_\_\_\_\_ (number of guests must be confirmed three business days prior to date of Event)

## FOOD SELECTION

### Appetizers?

YES or NO

(Please CIRCLE)

Size: Platter or Regular (Menu-Sized)

(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 (à la carte) or Cocktail-Style (Appetizers only) (Please CIRCLE)

If Lakeside Recommended Menu, please name: \_\_\_\_\_ (Found on Page Three)

If Tier Option... (Found on Page Four)

Please select Tier: 1 2 (Please CIRCLE)

### Tier Entrée Choices

Please list Three [3]

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### Tier Side Dish

Please list One [1]

### Extra Side Dish?

+2.99 Per Person

This Side Dish will accompany  
each Entrée Selection except for  
stand-alone dishes

\_\_\_\_\_

### Would you like to offer Tier Salads?

+\$1.99 Per Order

YES or NO

(Please CIRCLE)

If Yes, Please CIRCLE THREE (3) Choices: Buttermilk Ranch, Jalapeño Ranch, Wasabi Ranch, Avocado Ranch, Bleu Cheese, 1000 Island, Honey Mustard, Balsamic Vinaigrette, Honey Vinaigrette, Raspberry Vinaigrette, Classic Vinaigrette, Cilantro Vinaigrette

### Tier Desserts

+\$4.99 Per Order

YES or NO

(Please Circle)

If yes, please select 2 from Menu Options Page: \_\_\_\_\_, \_\_\_\_\_

### Chocolate Fountain?

+\$129.99 with choice of three dippers

YES or NO

(Please CIRCLE)

If Yes, please CIRCLE 3 of the following:

Pineapple - Cherries - Marshmallows - Strawberries - Rice Krispies

If serving your own dessert, please initial understanding that there is a \$1.00 Cake Fee per person: \_\_\_\_\_

If having your own dessert served, please initial understanding that there is a \$2.00 Cake Fee per person: \_\_\_\_\_

# REQUIRED LUNCHEON MENU INFORMATION (BEO PAGE 2)

## BEVERAGE SELECTION

Allow Sodas?: YES or NO (Please CIRCLE)      Allow Juices?: YES or NO (Please CIRCLE)

### Alcohol?

Main Check or Separate Tabs or None  
(Please CIRCLE)

*If Main Check, please specify:*

Liquor and/or Wine and/or Beer  
(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 and drinks must be on the Main Check (no cash bar): \_\_\_\_\_*

Choices of beer: \_\_\_\_\_ (Limit three [3])

Wine Choices: \_\_\_\_\_ (Limit three [3])

## OPTIONAL SERVICES

### Tablecloths

*\$4.00 per cloth*

WHITE or BLACK or NONE

(Please CIRCLE)

*Lakeside Tavern recommends Tablecloths for all Formal Events, Rehearsal Dinners, and Showers.*

### Specific 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...): \_\_\_\_\_*

*- Parties larger than 25 will be automatically set up with our Herringbone-Style.*

### 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. \_\_\_\_\_*

# REQUIRED LUNCHEON MENU INFORMATION (BEO PAGE 3)

## BILLING INFORMATION

### Billing Location

Charge Card on File *or* Pay in-House

(Please CIRCLE)

### Will the Food, Tax, and Service Charges 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 a Food and Beverage Minimum of \$250 (Not including Tax, Gratuity, or other Service Charges) must be met. Excludes Holidays and Holiday Season (December 1<sup>st</sup>- December 31<sup>st</sup>), where the minimum is \$500 for each Luncheon: \_\_\_\_\_*

*The Banquet Room is available for decorating no earlier than 1 hour prior to time of Banquet and must be within normal operating hours of the Restaurant, so availability may vary. Please confirm time with Event Coordinator to ensure availability. Lakeside Tavern recommends simple centerpieces and/or candles and humbly asks that no form of confetti, glitter, or live moss be used nor any tape, tacks, magnets, or sticky tack be placed on the windows, walls, or ceiling.*

*Please initial if arriving up to one hour early to decorate: \_\_\_\_\_*

*Sign: \_\_\_\_\_*

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



## LUNCHEON REQUIRED CONTRACT INFORMATION

Company or Banquet Name: \_\_\_\_\_

Date of Banquet: \_\_\_\_\_ Time of Banquet: \_\_\_\_\_, *Out by Closing Time*

Approximate Guest Count: \_\_\_\_\_, *Maximum of 55*

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.  
*Final Head Count Due Date: \_\_\_\_\_ (Please Enter Date)*
- Understanding that a \$20 per person charge is added for each absent guest the day of Banquet.
- Understanding the Food and Beverage Minimum must be met before Service Charges and Taxes.  
*Minimum to be met: \$ \_\_\_\_\_ (Please Enter Minimum)*
- Understanding that the Required Dinner Menu Information (BEO Pages 1 and 2) will be returned at least two (2) weeks prior to your Banquet. *Menu Information Due Date: \_\_\_\_\_ (Please Enter Date)*

*Credit Card #:* \_\_\_\_\_ *Exp. Date:* \_\_\_\_\_

*This Card Number is required to finalize any reservation. The Booking Party will be given the option to use a different method of payment for their Event and while no Charges or Fees will be placed on this Card to specifically book the Room, this number will be used in the event of a Cancellation, if any check or charge is not covered, if any payment does not go through or is declined for any reason, or if any payment is unable to cover a bill in its entirety.*

*If the card is designated as the method of payment for the entire Event and is unable to cover the entire bill, is declined or if payment is unable to go through for any reason, a different form of payment will be requested from the booking party and/or on-site contact.*

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

Please return this sheet completed with all requested information signed, initialed, and dated confirming your receipt, understanding, and acceptance of these guidelines and of all the information included within.