



**DINNER EVENT
AND
SATURDAY LUNCHEON
BANQUET INFORMATION PACKET
WITH CONTRACT**

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

PRE-CONTRACT TIMELINE, MINIMUMS, 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 **Food and Beverage Minimum of \$1,200.00 is to be met to reserve this Room on a weekend night (Friday, Saturday) and a \$500.00 Food and Beverage Minimum Sunday through Thursday evenings; this does not include Taxes or Service Charges. This Minimum must be understood before any reservation is made. Excludes Holidays and Holiday Season (December 1st- December 31st), where the minimum is \$1,000.00 Sunday-Thursday evenings and \$1,200 Friday-Saturday evenings. Saturday Luncheons are required to meet a Food and Beverage Minimum of \$500.00; 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.**
- **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.**

POST-CONTRACT TIMELINE, CANCELLATIONS

- 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 before the final head count due date (as many as three guests can apply 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.
- 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**.

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 or a credit card**. **Checks are not 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 must be in the organization's name.

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

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

MENU ARRANGEMENTS

- A party with 20 guests or fewer may choose to order off of our regular Dining 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, 4, and 5).
- Dinner menus are used every evening and all day on Saturday. *Those wishing to book a Saturday Luncheon will use this 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 **\$70** (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

\$100 (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

\$3.25 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 taxes or service charges.

<p>THE LAKE TOUR</p> <p>TIER I WITH DESSERT \$23 Per Person + \$4.99 Per Dessert</p>	<p>Entrées: Jamaican Jerk Chicken, Lakeside Chicken Pasta, Cilantro-Lime Grilled Chicken Sides: Pecan Brittle Sweet Potato Casserole, Steamed Vegetable Medley Dressings: Honey Mustard, Bleu Cheese, Balsamic Vinaigrette Desserts: Two-Layer Key Lime Pie, Strawberry Cake <i>(Plated or \$24 for Buffet + \$4.99 Per Dessert)</i></p> <p>- An easy-going Dinner with dessert. As the Chicken Pasta is a standalone dish, the Pecan Brittle Sweet Potato Casserole and the Steamed Vegetables will be on the sides of the Cilantro-Lime Grilled Chicken and the Jamaican Jerk Chicken only.</p>
<p>THE CAPTAIN'S TABLE</p> <p>TIER II \$28 Per Person</p>	<p>Entrées: Rosemary Pork Tenderloin, Wood-Grilled Salmon, 10oz. Hickory-Grilled Sirloin Sides: Yukon Gold Mashed Potatoes, Steamed Green Beans Dressings: Buttermilk Ranch, Bleu Cheese, Honey Vinaigrette <i>(Plated or \$28 for Buffet)</i></p> <p>- Opening up the options to Tier 2 provides your guests with even more desirable entrées, including our famed Wood-Grilled Salmon (practically the most ordered item on our entire menu). Rosemary Pork Tenderloin and Grilled Sirloin allow those that do not prefer fish classic items that will not disappoint.</p>
<p>WOOD-CHIPS AND SMOKE</p> <p>TIER II WITH DESSERT \$28 Per Person + \$4.99 Per Dessert</p>	<p>Entrées: Lakeside Chicken Pasta, Pork Tenderloin with Barbecue, 10oz. Hickory-Grilled Sirloin Sides: Yukon Gold Mashed Potatoes, Steamed Broccoli Dressings: 1000 Island, Honey Mustard, Raspberry Vinaigrette Desserts: Strawberry Cake, Chocolate Mousse Cheesecake <i>(Plated or \$28 for Buffet)</i></p> <p>- A showcase of Southern Comfort, slow-roasted pork, grilled sirloin and creamy pasta all emphasize the "Steakhouse-meets-Homestyle" atmosphere and doesn't fail to deliver quality. Dessert to finish ensures everyone leaves happy and full.</p>
<p>THE ADMIRAL'S TABLE</p> <p>TIER III \$36 Per Person</p>	<p>Entrées: 7oz. Filet Mignon, Jumbo-Lump Crab Cakes, Jamaican Jerk Chicken Sides: Shiitake Mushroom Rice Pilaf, Steamed Vegetable Medley Dressings: Buttermilk Ranch, Bleu Cheese, Honey Vinaigrette <i>(Plated or \$35 for Buffet)</i></p> <p>- Though tender and juicy cuts of premium filet mignon may look like the star of the menu, guests will also have the option of two of our blue meat Crab Cakes with our sweet and spicy red remoulade or our Jamaican Jerk Chicken which brings the list full circle and takes the traditional "Chicken, Fish, or Beef" menu to the next level.</p>
<p>LAKESIDE'S FINEST</p> <p>ADVANCED TIER III WITH DESSERT AND ASPARAGUS \$39.97 Per Person + \$4.99 Per Dessert</p>	<p>Entrées: 7oz. Filet Mignon, Wood-Grilled Salmon, Cilantro-Lime Grilled Chicken Sides: Baked Potato with butter and sour cream on the side, Steamed Asparagus Dressings: Avocado Ranch, Honey Mustard, Classic Vinaigrette Desserts: Two-Layer Key Lime Pie, Chocolate Mousse Cheesecake <i>(Plated Only)</i></p> <p>- These choices take the classic selection of grilled favorites and pushes it over the top. Salads and bread to start, House All-Stars for the main course, and rich slices of pie or cheesecake to finish a truly decadent evening.</p>

DINNER 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 house salads, choice of 2 side items from below as well as coffee, iced tea and bread. The two selected sides will accompany each entrée except for Stand-Alone Dishes.

TIERED MENU PRICING

- Option 1: Choose any 3 entrées from Tier 1..... \$23
- Option 2: Choose any 3 entrées from Tier 1 or Tier 2..... \$28
- Option 3: Choose any 3 entrées from Tier 1, Tier 2, or Tier 3..... \$36

TIER I

Cilantro-Lime Chicken
 Jamaican Jerk Chicken
 Lakeside Chicken Pasta

TIER II

Wood-Grilled Salmon
 10oz. Hickory-Grilled Sirloin
 Rosemary Pork Tenderloin
*With choice of one sauce...
 Barbecue or Swiss cheese Sauce*

TIER III

7oz. Filet Mignon
 Tavern Crab Cakes
 14oz. Ribeye Steak
Limited Availability

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)*
 Baked Potato *(+0.99 per person)*
with Butter & Sour Cream on the side

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 \$70 each and serve approximately 15-20 guests. Available Appetizers are listed on page 7.

BUFFET MENU OPTIONS

These options are listed for those who may wish to build a Buffet-Style Event from scratch. Lakeside Tavern offers Tiered Menu Pricing, in which all prices are per person and include house salads, choice of 2 side items from below as well as coffee, iced tea and bread. Lakeside also recommends limiting Buffets to parties with less than 48 guests.

Quantities will be based on an estimated 4oz. portion of each item per guest.

TIERED MENU PRICING

- Option 1: Choose any three entrées from Tier 1..... \$24
- Option 2: Choose any three entrées from Tier 1 or Tier 2..... \$28
- Option 3: Choose any three entrées from Tier 1, Tier 2, or Tier 3..... \$35

TIER I

Jamaican Jerk Chicken
Cilantro-Lime Chicken
Lakeside Chicken Pasta

TIER II

Hickory-Grilled Sirloin
Wood-Grilled Salmon
Rosemary Pork Tenderloin
With Barbecue Sauce

TIER III

Hawaiian Sirloin
Filet Mignon
Tavern Crab Cakes
Limited Availability

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 \$70 each and serve approximately 15-20 guests. Available Appetizers are listed on page 7.

DINNER MENU ITEM DESCRIPTIONS

HICKORY-GRILLED SIRLOIN

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

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. *(Stand-alone Entrée)*

JAMAICAN JERK CHICKEN

Grilled, double breast of chicken marinated in a flavorful Jerk sauce; served with a grilled pineapple ring.

ROSEMARY PORK TENDERLOIN

Pork tenderloin marinated in olive oil, garlic and rosemary thinly sliced topped with Swiss cheese sauce for plated meals or House-blended Barbecue Sauce on the side for a buffet.

WOOD-GRILLED SALMON

Grilled Atlantic salmon crowned with our signature mustard dill sauce.

FILET MIGNON

Tender, center-cut filet grilled your temperature preference.

Availability may be limited

14OZ. RIBEYE STEAK

A flavorful cut; richly marbled and grilled over hardwood coals.

Plated-style only; availability may be limited

TAVERN CRAB CAKES

Jumbo-lump Blue crab cakes pan-seared to golden brown and crowned with a sweet and spicy remoulade sauce.

Availability may be limited

HAWAIIAN SIRLOIN

premium, center-cut sirloin marinated in our House-made, American-style teriyaki sauce.

Buffet-style only

CILANTRO-LIME GRILLED CHICKEN

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

APPETIZER DESCRIPTIONS

Appetizer Platters are available for \$70 each and serve about 15-20 guests per platter.

Each platter consist of one type of appetizer, not an assortment.

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.

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.

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.

BUFFALO CAULIFLOWER

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

WINE LIST

BOTTLE AND GLASS AVAILABILITY SUBJECT TO CHANGE – DINING ROOM SPECIALS NOT AVAILABLE

White

BERINGER WHITE ZINFANDEL, CALIFORNIA
JACOB'S CREEK MOSCATO, AUSTRALIA
ECCO DOMANI PINOT GRIGIO, ITALY
VOGA PINOT GRIGIO, ITALY
BEX RIESLING, GERMANY
CHATEAU ST MICHELLE RIESLING, WASHINGTON STATE
KIM CRAWFORD SAUVIGNON BLANC, NEW ZEALAND
CLOS DU BOIS CHARDONNAY, CALIFORNIA
WILLIAM HILL ESTATE CHARDONNAY, CENTRAL COAST
KENDALL JACKSON CHARDONNAY, CALIFORNIA
SONOMA CUTRER CHARDONNAY, RUSSIAN RIVER VALLEY

PROPRIETOR'S WHITE CHOICE

SANTA MARGARITA PINOT GRIGIO
VALDADIGE DOC, ITALY
STRAW YELLOW COLOR, CLEAN INTENSE AROMA, AND DRY
GOLDEN APPLE TASTE.

BOTTLE ONLY

PROPRIETOR'S RED CHOICE

CAYMUS CABERNET SAUVIGNON
NAPA VALLEY, CALIFORNIA
BRIGHT, BALANCED – CASSIS AT THE CENTER, WITH
FLOURISHES OF COCOA AND SWEET TOBACCO.

BOTTLE ONLY

Red

SMOKING LOON PINOT NOIR, CALIFORNIA
THE SEEKER PINOT NOIR, FRANCE
MEIOMI PINOT NOIR, CALIFORNIA
DON MIGUEL GASCÓN MALBEC, ARGENTINA
BOGLE PETITE SYRAH, CALIFORNIA
SANTA EMA MERLOT, CHILE
PENFOLDS SHIRAZ, AUSTRALIA
APOTHIC RED BLEND, CALIFORNIA
GRAYSON CABERNET, CALIFORNIA
LOUIS MARTINI CABERNET, SONOMA
BONANZA, CALIFORNIA
ROSENBLUM ZINFANDEL, CALIFORNIA

Sparkling

LAMARCA PROSECCO, ITALY, GLASS
MIONETTO PROSECCO, ITALY BOTTLE
FREIXENET CARTA NEVADA, SPAIN GLASS
FREIXENET BLANC DE BLANC, SPAIN BOTTLE

PROPRIETOR'S SPARKLING CHOICE

PERRIER-JOUET GRAND BRUT
CHAMPAGNE, FRANCE
CRISP AND LIGHT, WITH SWEET AROMAS OF APPLE, PEAR, AND CITRUS, LINGERING NOTES OF TOAST AND BUTTER.

BOTTLE ONLY

ADDITIONAL PROPRIETOR'S SELECTIONS AVAILABLE UPON REQUEST...

BEER LIST

(PRICING AND AVAILABILITY SUBJECT TO CHANGE – DINING ROOM SPECIALS NOT AVAILABLE)

DOMESTIC BOTTLES



IMPORT BOTTLES



Seasonal Draft Beer
available upon request...

REQUIRED BANQUET EVENT ORDER PAGE 1 (BEO1)

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)

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 Pages Four and Five)

Please select Tier

1 2 3

Plated or Buffet

(Please CIRCLE)

If Buffet, please specify the time you would like the food to be served: _____

Tier Entrée Choices

(Please list Three [3])

_____, _____, _____

These two Side Dishes will accompany each Entrée Selection except for stand-alone dishes

Tier Side Dishes (Please list Two [2]):

_____, _____

Tier Salad Dressing

(Please CIRCLE 3 Choices)

Buttermilk Ranch, Wasabi Ranch, Avocado Ranch, Bleu Cheese, 1000 Island, Honey Mustard, Balsamic Vinaigrette, Honey Vinaigrette, Raspberry Vinaigrette, Classic Vinaigrette, Cilantro Vinaigrette

Would you prefer to Pre-Set Salads?: YES or NO

Tier Desserts

(+\$4.99 Per Order)

YES or NO

(Please Circle)

If yes, please select 2 from Menu Options Page: _____, _____

Chocolate Fountain

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 BANQUET EVENT ORDER PAGE 2 (BEO2)

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)

If Main Check, limiting number of drinks?

YES or NO (Please CIRCLE)

If Yes, please specify:

_____ drinks max per person

Wine and Beer Bar in Room? YES or NO

(Please CIRCLE)

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.

If you would like a Bar setup in the Room, please list your wine and beer selections and initial understanding that there is a \$100 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

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 20 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...): _____

Tablecloths

\$4.00 per cloth

WHITE or BLACK or NONE (Please CIRCLE)

Projection Screen

Complimentary

YES or NO

(Please CIRCLE)

Projector

Fee

YES or NO

(Please CIRCLE)

Screen and/or projector not available for parties with more than 48 guests.

If Yes, please initial understanding that there is a \$100 A/V Service Charge for the Projector: _____

REQUIRED BANQUET EVENT ORDER PAGE 3 (BEO3)

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 \$500-\$1,200 (Not including Tax, Gratuity, or other Service Charges) must be met (dependent on date and time) Excludes Holidays and Holiday Season (December 1st- December 31st), where the minimum is \$1,000 Sunday-Thursday evenings and \$1,200 Friday-Saturday evenings: _____

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, ceiling or partitions.

Please initial if arriving up to one hour early to decorate (provided it is no earlier than 4:30pm): _____

Sign: _____ Date: _____



DINNER 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.