



**HOLIDAY
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 \$1,000.00 is to be met to reserve this Room for Monday-Saturday Luncheons and \$2,000 for every evening. 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 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 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 **seven 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. Your Final Head Count will be considered firm as of your Due Date and Lakeside Tavern will prepare and charge for the most recent update in the case of a failure to provide a Final Count by the Due Date. This Final Number must be a single number and not a range. If the Final Number is an estimate, Lakeside Tavern may provide up to (but no more than) two additional seats, if available. Should the actual number of guests who attend the event be less than the final guarantee, a charge equal to the number of missing guests multiplied by the selected Meal Tier will be added for each guest not in attendance.
- A charge will be applied to the card on file if your event is **cancelled** within six (6) months of the date booked. This charge will be equal to the Minimum associated with the date and time booked. 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**. Lakeside Tavern does not offer formal rescheduling and any form of adjustment to event dates will be considered a Cancellation (with all associated expectations and subsequent procedures) and rebooking and will require a new, fully-completed Contract to be submitted to the Event Coordinator.

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> 22% Added to Subtotal before Taxes	<u>Tennessee State Tax</u> 9.25% Added to Subtotal before Gratuity

MENU ARRANGEMENTS

- All parties will be asked to choose one of the options from our Tiered Banquet Menu to set up a Plated or Buffet-style event.
- 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 \$100 (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)

If you wish to provide your own table cloths, please provide us with your linens two business days before your event.

Bar with selection of beer and wine in Room with Bartender

Available to parties 48 or fewer

\$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. Due to rotating stock, please check with Event Coordinator regarding beer and wine options and availability.

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.

When bringing your own dessert, please confirm storage and delivery information with the Coordinator to ensure proper service.

Please note that Lakeside Tavern does not allow Ice Cream as a dessert option.

Juice or Coca-Cola products

\$3.75 each (*Sodas are served with complimentary refills*)

ADDITIONAL INFORMATION

The booking party is responsible for any damages to the facility. Furthermore, 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.

The Banquet Room is to function as a Dining Space only; Wedding Rehearsals and Ceremonies are not permitted.

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. *(Limit one red meat selection per event)*

TIERED MENU PRICING

Option 1: Choose any 3 entrées from Tier 1.....	\$28
Option 2: Choose any 3 entrées from Tier 1 or Tier 2.....	\$35
Option 3: Choose any 3 entrées from Tier 1, Tier 2, or Tier 3.....	\$45
Option 4: Tier 4 (Pre-Set Menu).....	\$60

TIER I

Cilantro-Lime Chicken
 Jamaican Jerk Chicken
 Lakeside Chicken Pasta

TIER II

Wood-Grilled Salmon
 10oz. Hickory-Grilled Sirloin
 Spicy Chicken & Shrimp Pasta

TIER III

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

TIER IV

Wood-Grilled Salmon
 Cilantro-Lime Grilled Chicken
 7oz. Filet Mignon OR 14oz. Ribeye Steak
Each Entree Paired with Jumbo-Lump Blue Crab Cake

SIDES

Steamed Broccoli
 Seasoned Rice
 Yukon Gold Mashed Potatoes
 Baked Sweet Potato with Pecan Brittle
 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

Appetizer Platters are available for \$100 each and serve approximately 15-20 guests.

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. Ghost Fees do not apply to Buffet-Style Events and the booking party will be instead charged for the number of servings based on the Final Count. Lakeside Tavern requires limiting Buffets to parties with less than 48 guests. *Quantities will be based on an estimated 4oz. portion of each item per guest.*

Pre-Set Salads are not available on Buffet-Style Events.

(Limit one red meat selection per event)

TIERED MENU PRICING

Option 1: Choose any 3 entrées from Tier 1.....	\$29
Option 2: Choose any 3 entrées from Tier 1 or Tier 2.....	\$36
Option 3: Choose any 3 entrées from Tier 1, Tier 2, or Tier 3.....	\$46
Option 4: Tier 4.....	\$61

TIER I

Jamaican Jerk Chicken
Cilantro-Lime Chicken
Lakeside Chicken Pasta

TIER II

Hickory-Grilled Sirloin
Wood-Grilled Salmon
Spicy Chicken & Shrimp Pasta

TIER III

Hawaiian Sirloin
Filet Mignon
Tavern Crab Cakes

TIER IV

Filet Mignon
Wood-Grilled Salmon
Cilantro-Lime Grilled Chicken
Each Paired with Jumbo-Lump Blue Crab Cake

SIDES

Steamed Broccoli
Seasoned Rice
Yukon Gold Mashed Potatoes
Steamed Asparagus *(+1.99 per person)*

DESSERTS

(+\$4.99 per order, optional)
Two-Layer Key Lime Pie
Strawberry Cake

Appetizer Platters are available for \$100 each and serve approximately 15-20 guests.

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 sumptuous 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.

WOOD-GRILLED SALMON

Grilled Atlantic salmon crowned with our signature mustard dill sauce.

FILET MIGNON

Tender, center-cut filet grilled your temperature preference.

14OZ. RIBEYE STEAK

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

Plated-style only

TAVERN CRAB CAKES

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

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.

SPICY CHICKEN & SHRIMP PASTA

Bowtie pasta tossed in a spicy cream sauce, sautéed with chicken, shrimp, sun-dried tomatoes, green onions, and mushrooms.

Stand-alone Entrée

APPETIZER DESCRIPTIONS

Appetizer Platters are available for \$100 each and serve about 15-20 guests per platter.

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

SPINACH DIP

Creamy spinach dip served with 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.

YEE-HAW BEER CHEESE

Home-made cheese dip made with Yee-Haw Kölsch beer served with fresh corn tortilla chips.

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 seven 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

Please select Tier

1 2 3 4

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])

_____, _____, _____

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

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

_____, _____

Tier Salad Dressing

(Please CIRCLE 3 Choices)

Buttermilk Ranch, Wasabi Ranch, Avocado Ranch, Bleu Cheese, Honey Mustard,
Balsamic Vinaigrette, Honey Vinaigrette, Classic Vinaigrette

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

For Plated-Style Events Only

Tier Desserts

(+\$4.99 Per Person)

YES or NO

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: _____

*When bringing your own dessert, please confirm storage and delivery
information with the Coordinator to ensure proper service.*

Please note that Lakeside Tavern does not allow Ice Cream as a dessert option.

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

Champagne Toast?

YES or NO (Please CIRCLE)

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)

Lakeside Tavern recommends linens for all formal events.

Projection Screen

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

Complimentary

YES or NO

(Please CIRCLE)

Projector

Fee

YES or NO

(Please CIRCLE)

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 \$25 per person charge added for absent guests the day of banquet: _____

Please initial here understanding that a Food and Beverage Minimum of \$1,000-\$2,000 (Not including Tax, Gratuity, or other Service Charges) must be met (dependent on date and time): _____

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 decorations and timeline 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. Additionally, real candles and balloon arches are prohibited.

Third-Party Deliveries must be confirmed with Coordinator.

Please initial if arriving up to one hour early to decorate (provided it is no earlier than 4:30 PM for a Dinner Event or no earlier than 11:00 AM for a Saturday Luncheon Event): _____

Sign: _____ **Date:** _____



HOLIDAY 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 seven (7) business days prior to date of Banquet.
Final Head Count Due Date: _____ (Please Enter Date)
- Understanding that a \$25 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.