



Elks Lodge 309 Colorado Springs

Event Planning Guide

By:

EVENT COORDINATOR

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vs 8.2017

B.P.O. Elks Lodge #309
Mail: P.O. Box 7165 80933
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Colorado Springs, CO. 80907

Event Center Rental Agreement

A contract is attached to the end of this agreement, which must be signed and returned.

Terms and Conditions

Reservations

- The Client must read and agree to the terms and conditions and sign a pricing contract and indemnity release for services being rendered.
- In order for an event to be guaranteed, a reservation deposit in the amount of \$350 must be made. This reservation deposit is non-refundable unless the reservations are cancelled more than 60 days prior to the date of the function.
- The \$350 reservation deposit will be applied as a refundable damage deposit once the event takes place. The damage deposit (or a portion of it) will be refunded 14 days after the event if the Elks Lodge deems there are no damages.
- Final head count numbers for food must be reported 10 days prior to the function and this is the minimum number you will be charged for. You will be charged for additional guests.
- Final payment must be made 7 days prior to the event, unless other arrangements have been made.

Hours of Operation

Events may not last beyond 12:00pm without prior approval of the Elks Lodge. Last Call for Alcohol will be announced at 30 minutes prior to close of event. All guests must exit the building by 12:30am. The Client will have 45 minutes thereafter to clean and remove all decorations, band or DJ equipment, vendor supplies and equipment, food and personal belongings. The Client will be charged \$150 per hour or partial hour for holdover time.

Room & furniture Usage

- Room rates include tables & chairs. We calculate 8 chairs per table for guests and 4 chairs per table for a head table. The rate also includes up to 5 (five) miscellaneous tables for gifts, cake, awards etc.
- White linen table clothes are draped on all guests, head tables.
- White skirting is draped on up to 5 miscellaneous tables.
- Additional tables and linens are available at a fee.
- Chair covers are available at a fee.

Food and Kitchen Usage

- All food not prepared and served by the Elks Lodge must be pre-cooked and served by a licensed caterer/restaurant. The Client, or their caterer, must coordinate with the Elks Lodge at least 7 (seven) days prior to the event with the number of serving tables needed.
- A minimum of 1 (one) catering staff person is required to be on duty at all times during the catered Event.
- Kitchen usage is limited to staging and serving food only. This means food may be assembled, kept warm using the warming ovens, and perishables may be chilled in the refrigerator or freezer. Cooking of food is not permitted in our kitchen.
- A fee of \$200 will be charged and included on the pricing agreement for Kitchen Usage
- A fee of \$18 per hour will be charged for an employee of the Elks Lodge for dishwashing services.

Decorations

- Certain decorations are expressly forbidden to be used and will automatically forfeit the damage deposit. Those items are: Glitter, Metallic flakes, Confetti, Straw or hay, rice, birdseed. In addition, those items cannot be thrown around the facility, either inside or outside; nor attached to any other type of decoration.
- Decorations may not be fastened to the walls with nails or staples. Pushpins or thumb tacks and scotch tape are permitted but must be removed with other decorations at the end of the event.
- Damage to the walls or wall paper from decorations will cause forfeiture of the deposit.
- Open flame candles are against fire and safety codes.
- Any items left behind at the close of the event will be disposed of or will become the property of the Elks Lodge.
- All decorations must be taken down and removed within 45 minutes of the close of the event.

Miscellaneous

- Live animals, except for service animals, are not permitted anywhere in the Elks Lodge building or on the grounds.
- Client and guests are restricted to the rental area only and do not have free range in the building and grounds.
- When renting the ballroom, lounge or dining room, members and their guests are required to stay within the rental area and not frequent the members lounge.
- Elks Lodge reserves the right to photograph the event set-up for future marketing of the event center.
- Client is responsible for the actions of all guests. In the case that an event combines minors and over 21 adults, if minors are caught drinking alcoholic beverages, the event will be canceled on the spot and the Client's fees will be forfeited.
- Client and guests will abide by the rules of the Security Guard on duty.
- Tobacco products, marijuana, or vapor products are not allowed within the building, including the restrooms. A designated smoking area will be provided outside for tobacco products only.
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Alcohol

Elks Lodge will abide by all laws of the State of Colorado.

- Alcohol is only permitted to be served by a designated bartender assigned by the Elks Lodge.
- Alcohol is expressly prohibited to be brought in by the client and guests.
- Non-alcoholic beverages including water bottles are also prohibited to be brought in by the client and guests.
- Proof of age is required for all clients and guests that appear to be under the age of 30. Wrist bands may be issued with proper ID.
- Members' guests must be at least 21 years of age to consume alcoholic beverages.
- It is illegal to serve obviously intoxicated persons
- It is illegal to sell to third parties that provide alcohol to under age guests.

- We will limit the number of beverages one guest may purchase at one time. This will help curtail selling to third party guests under age 21.
- Elks Lodge has the right to refuse service to anyone for reasons that may violate liquor laws.
- At events 4 hours or longer, alcoholic beverages will cease to be served 30 minutes before the end of the event.
- Non-alcoholic beverages (soda, juice, coffee or water) will be available for the duration of the event and up to the end of the event.
- Alcohol is not permitted outside the double doors at the front and back entrance.
- Special order alcohol purchase is the cost of the alcohol plus corkage and pour fees. Unused alcohol will not be returned but will become the property of the Elks Lodge.

Clean-up Responsibilities

- Clean-up is the Client's responsibility, including sufficient supervision during the event to minimize spills of food or beverage.
- Excessive trash left in the kitchen, ballroom, bathrooms, lobby or parking lot is subject to forfeiture of the damage deposit.
- If the event is catered by an outside caterer, the client is responsible for the following:
 - Tables cleared of trash, empty plates and glasses
 - Trash must be placed in appropriate receptacles
 - Kitchen area must be cleaned and wiped down and returned to its original level of cleanliness.
 - A Porter will be provided by the Elks Lodge at a fee to perform clean-up duties during the event.

Security

- Elks Lodge 309 requires and will provide security for all events. The fee of \$120 per security guard for up to 6 hours will be charged to the client. A rate of \$25 per hour per guard for each hour over 6 hours.
 - 1 security guard for 100 - 125 people
 - 2 security guards for 126 - 200 people
 - 3 security guards for over 200

Elks Lodge 309 Special rates

- A 25% discount will be applied to the Room rates if an *Elks Lodge 309 member* in good standing is the host and contractor of the event. In fairness to all members, discounts are not provided to friends/associates of Elk members. The 25% discount will apply to the room rate only (not food, bar or incidentals).
- Memorials and Celebrations of Life have special rates that apply for members and non-members. See separate contract.

Food and Beverages

Appetizer Menu Sample

| <u>Selections:</u> | <u>Service for:</u> | <u>50</u> | <u>100</u> | <u>150</u> |
|--|---------------------|-----------|------------|------------|
| <i>Shrimp Platter (average 2 -3 per person)</i> With cocktail sauce. | | \$350 | \$550 | \$800 |
| <i>Meat & Cheese Tray</i> Sliced Roast Beef, Turkey Breast, & Ham Sliced Cheddar, Swiss and Pepper Jack Cheese Assorted breads & crackers | | \$300 | \$500 | \$700 |
| <i>Warm Deli Tray (choice of 3)</i> Buffalo Wings * Meat Balls * Chicken Nuggets Mozzarella Sticks * Mini Egg Rolls * Jalapeno Poppers Served with Ranch Dressing, Honey Mustard, or Bleu Cheese (choice of 2) | | \$300 | \$500 | \$700 |
| <i>Chicken Finger Tray</i> Served with Ranch and Honey Mustard dressing, Three chicken fingers per person. \$3 per person | | \$175 | \$275 | \$375 |
| <i>Cheese & Cracker Tray</i> Cubed Cheddar, Swiss & pepper jack cheese with Assorted crackers. | | \$150 | \$250 | \$300 |
| <i>Relish/Veggie Tray</i> Assorted raw vegies: celery, carrots, broccoli, Cauliflower, snow peas, cucumbers, olives, pickles, hot peppers. Assortment will vary based on seasonal availability. | | \$150 | \$1225 | \$275 |
| <i>Fruit Platter</i> Assortment will vary based on seasonal availability | | \$125 | \$200 | \$300 |
| <i>Chips & Dips</i> Potato Chips & dip, or queso & tortilla chips | | \$75 | \$110 | \$150 |
| <i>Salads</i> Potato, macaroni, cole slaw, green salad | | \$ 100 | \$170 | \$210 |
| <i>Rolls and butter</i> | | \$80 | \$100 | \$125 |
| Assorted Cookie Tray | | \$100 | \$140 | \$175 |
| Cakes | | \$125 | \$200 | \$250 |
| Dry Snacks & After dinner mints | | \$30 | \$40 | \$80 |

Please add 8.25% sales tax and 20% gratuity to all food.

Beverages

| <u>Selections:</u> | <u>Service for:</u> | <u>50</u> | <u>100</u> | <u>150</u> |
|--|---------------------|-----------|------------|------------|
| Iced Tea or Lemonade, unlimited | | \$75 | \$100 | \$150 |
| Punch Bowl | | \$100 | \$150 | \$225 |
| Coffee, unlimited Regular or decaf available. Includes creamer, sugars. | | \$75 | \$115 | \$150 |
| Plates, Napkins and Plastic Flatware for Cake Table | | \$50 | \$90 | \$130 |
| Cake cutting & serving | | \$35 | \$60 | \$100 |
| Keg of Domestic Beer (we serve) \$320.00 | | | | |

Please add 8.25% sales tax and 20% gratuity to all beverages.

All serving utensils, plates, napkins are included with food pricing. Clear plastic plates and utensils are used for appetizer menus and cake service. Ceramic plates, silver ware & white linen napkins are used for dinner/lunch service. The above upcharge will be made for plates & utensils at the cake table when a cake is provided by the customer.

Colorado Springs Elks Lodge 309

Dinner Menu Pricing

You can choose one or two entrees and one item each from the Vegetable, Salad, Starch & Dessert Menus. If you choose entree's from two different menus the higher price will apply for all meals. Additional starches or vegetables will increase cost by \$1.00 per person. Table service is only available for dinners of 60 people or less at an additional cost of \$2.00 per person. All meals include dinner rolls w/butter. Coffee, Ice tea or Lemonade are extra. Tax and gratuity is calculated on all food and beverages. (8.25% and 20%).

Menu 1

Buffet Service—\$16.00 per person

Entrée

(Choice of one or combination of two)

Baked Chicken Breast

Roast Beef

Turkey Roast

Italian Dinner

Mexican Dinner

Menu 2

Buffet Service—\$19.00 per person

Entrée

(Choice of one or combination of two)

Chicken Cordon Bleu w/sauce

Chicken Parmesan w/white wine mushroom sauce

Pork Tenderloin

Beef Brisket

Menu 3

Buffet Service—\$22.00 per person

Entrée

(Choice of one or combination of two)

NY Strip Steak

Top Sirloin Steak

Prime Rib

Baked Salmon Filet

Salad

Garden Salad w/ranch dressing

Mandarin Salad w/raspberry vinaigrette

Spinach Caesar Salad w/Caesar dressing

Vegetable

Green Beans w/bacon & onion

Sweet Corn O'Brien

Steamed Broccoli and/or Cauliflower

Starch

(Choice of one)

Mashed Potatoes w/gravy

Baked Potato w/sour cream

Rice Blend w/sauce

French Fries

Scalloped Potatoes

Dessert

(Choice of one)

Seasonal Pie

Chocolate Brownie w/sauce

Carrot Cake

Chocolate or White Cake

Bundt Cake

Fruit Cobbler

(Subtract \$1 pp if wedding cake is brought in)

Menu 1 Italian Dinner:

Buffet Only \$15.00

Spaghetti w/meatballs & red sauce
Penne Pasta w/Italian sausage & red sauce
Tortellini w/white sauce
Anti-Pasta Salad w/bleu cheese or ranch dressing
Garlic Bread
Dessert

Menu 1 Mexican Dinner:

Buffet Only \$16.00

Chicken Enchilada Casserole
Bean & Cheese Burritos
Refried Beans
Spanish Rice
Beef Tacos
Green chili
Tortilla chips & salsa
Tres Leche Cake

Please add 8.25% sales tax and 20% gratuity to all food.

Room Rental

Room rental rates are for up to 6 hours in duration; additional hours will be charged by the hour at \$150 per hour. Rental rates include tables, chairs, white linen table clothes, set up and tear down. Extra time will be allowed for decorating and clean-up when possible.

Rates are based on the room(s) desired and by the number of people in attendance.

Room Desired: Rate:

Ballroom – Seats a maximum of 250 people.

Ballroom Only for meetings with no service.

| | |
|---------------------|-------|
| Under 100 people | \$250 |
| 100 people and over | \$350 |

Ballroom, Dance Floor/stage, Lounge w/bar

| | |
|------------------|-------|
| Under 100 people | \$575 |
| 100 – 250 people | \$675 |

Lounge Area w/bar & dance floor – \$475
Max. 50 people

Dining Room – Seats a maximum of 85 people

| | |
|-----------------------------------|-------|
| Up to 85 people | \$525 |
| With deck add: | \$150 |
| With in-room bar/cocktail service | \$ 50 |

15% Holiday surcharge will be applied to Room Rates for New Year's Eve.

Miscellaneous Equipment & Upgrades

| | |
|--------------------------------|-------------------|
| Additional Display Tables | \$ 2.50 per table |
| Additional skirting for tables | \$ 3.00 per table |
| Chair covers (white – max 250) | \$ 50 + \$2 per |
| Colored Linen napkins | \$ 30 per 100 |

Kitchen Rental Usage by Outside Caterer

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|---|-------|
| Kitchen use for staging by outside caterer | \$200 |
| Elks Lodge employee dishwasher when catered | \$ 75 |
| Elks Lodge employee Porter when catered | \$ 75 |

(Above fees are not accessed when the Elks Lodge provides the food and catering.)

Audio & Visual Equipment

| | |
|---------------------------------|-------|
| Electronic Projector Screen | \$ 25 |
| Projector | \$ 50 |
| Podium & Microphones | \$ 25 |
| iPod attachment to sound system | \$ 50 |
| CD attachment to sound system | \$ 50 |

Stage Usage add-on

Per Person fee for additional band members
over 4 people. \$ 100

Security & Safety

Security guards are required for functions of 100
or more people at the rate of \$120 per guard for
up to 6 hours. A rate of \$25 per hour per guard
thereafter.

| | |
|---------------------------------------|-------|
| 100 – 125 people ... 1 security guard | \$120 |
| 126 and 200 ... 2 security guards | \$240 |
| Over 200 ... 3 security guards | \$360 |