

## BANQUET INFORMATION

### *Menus*

Enclosed for your consideration are menus. Please note that the prices quoted are current and do not include the 8% sales tax or the 16% service charge which is applicable to food and beverage costs. When two ala carte selections are made, price of greater entree will be charged. These prices are subject to change January 1st of each year. Please contact the banquet office to confirm prices prior to your event.

### *Guarantees*

The Lodge at the Pinnacle requires that you make your menu selection at least 45 days prior to your reception. We encourage you to finalize the menu details as early as possible. All other details must be finalized two weeks prior to your reception. We require a tentative confirmed number of guests ten (10) days prior to your function and a final guaranteed number is required five business days prior to your event. If we do not receive a final guarantee, the number shown in the original agreement will serve as the guarantee. We will charge you 95% of the final guaranteed number if your actual guest count is less.

### *Billing*

A deposit of \$100.00 is required to confirm the date of your special event. Once received, the deposit is nonrefundable. A final payment is due the day of your event. Payment will be accepted by cash or certified check.

### *Linen*

We will provide table linens at the priced charged to us by the vendor at the customer's expense. We will pay the vendor prior to the event and ask that the customer reimburse us for the exact amount. A copy of the vendor's invoice will be supplied to you the customer. A rich assortment of colorful table clothes and napkins is available.

### *Beverage*

As a licensee, we are responsible to abide by regulations enforced by the NY State Liquor Commission. Therefore, it is our policy that liquor may not be brought on the property from outside sources. Our bartenders are not permitted to pour shots.

### *Special Amenities*

You are welcome to provide your own cake and candy for all special occasions at no additional charge. We can also provide this service for you.

### *Florists, Photographers and Music*

Names and phone numbers of these various professional groups are available through the banquet office.

### *Buffet Service:*

When buffet meals are served, we must provide enough food to ensure that everyone is served adequately. This usually means that some food will be left on the buffet table after everyone is served. Food left on the buffet is not available for the client to take. NYCRR Title 10 - Section 14 of the NYS health Codes In reference to "Take Out", health department regulations require that all foods served at catered events be consumed on premises. Therefore, any unused foods from the event cannot be packaged for take out.

### *Vegetarian Meals and Special Diets*

If noted as part of the advance count, we will provide vegetarian meals and meals suited to special diets at no additional cost. If a last minute request is made for a special diet or vegetarian meal, we will do our best to respond as quickly as possible, and the additional meal(s) will be added to your final bill.