



MAY EVENT BANQUET INFORMATION PACKET

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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. 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**. 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 \$2,000.00** is to be met to reserve this Room on a for any evening; this does not include Taxes or Service Charges. This Minimum must be understood before any reservation is made. Luncheons are required to meet a Food and Beverage Minimum of \$1,000.00; 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 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.
- A charge will be applied to the card on file if your event is cancelled under the following conditions:

Dinner Events	Luncheon Events
2-Month Advance Notice or a \$250 Fee	2-Months Advance Notice or a \$250 Fee
1-Month Advance Notice or a \$2,000 Fee	1-Month Advance Notice or a \$1,000 Fee

- 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.

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 Buffet-style event.
- Dinner menus are used every day.
- 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.

BUFFET MENU OPTIONS

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. *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 choice 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

*(+\$5.99 per order; optional)
 Choice of Two (2):*

Two-Layer Key Lime Pie
 Strawberry Cake
 Vanilla Bean Cheesecake
*(Cheesecake drizzled with choice of
 Raspberry, Chocolate, or Caramel;
 Choose one [1])*

***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.

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.

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.

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.

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.