



## **Policies & Agreement**

### *Lord Fletcher's Banquet & Meeting Rooms*

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**ROOM RESERVATIONS:** Are confirmed with your credit card number, expiration date and signed copy of Policies and Agreement.

**CANCELLATION FEE:** \$200 will be charged to your credit card if your event is cancelled less than 2 weeks before your scheduled event.

**FUNCTION ROOMS:** Lord Fletcher's reserves the right to substitute an alternate room should the projected attendance fall below the original estimate. The Old Lake Room does not include the Quarter Deck.

**MINIMUM:** Food and beverage minimums apply, please call for details.

**SPECIALLY DESIGNED MENUS:** Are available upon request. Final confirmation on specially designed menus are due four working days (96 hours) prior to your event.

**GUARANTEE:** A guarantee of the number of guests will be requested two working days (48 hours) prior to your event. Your group will be billed for the guaranteed number. The number of guests may not be lowered once submitted, but may be raised upon approval of the catering department.

**ENTRÉE SELECTIONS:** Selections and counts will be requested two working days in advance of function. We can offer up to three selections for groups up to 60 people, but must have an exact break-down of choices 48 hours before scheduled event, as well as a color coded system to identify your guest selection. We request that one entrée be selected for groups of 60 or more. Food and beverage prices cannot be guaranteed until 60 days prior to the event.

**BEEF SELECTIONS:** Are prepared at medium temperature.

**PAYMENT:** Is due in full at the completion of your scheduled event (**one check per banquet, please**). Sales tax of 6.5% will be added to your food and 9% to your alcohol at the finish of your event, plus an automatic service fee of 20%. Due to a Minnesota Department of Revenue tax law change, the 20% gratuity we charge for banquets is now taxable. No out of state checks accepted.

**NO SMOKING:** Smoking is allowed in Granddaddy's Bar.

**FOOD REGULATIONS:** Due to Health Department restrictions, food consumed at Lord Fletcher's must be prepared by Lord Fletcher's. Leftover food on buffets cannot be given to a guest to take home.

**SERVICE RESTRICTIONS:** No minors can purchase, obtain from others, possess or consume alcohol at this licensed event. Your guests must show valid proof of age to be served alcohol. We must also refuse alcohol service to anyone showing signs of obvious intoxication, according to Minnesota Statutes (M.S.A. 340A. 503, M.S.A. 340A.502).

**AGREEMENT:** By signing this agreement you indicate that you have reviewed Lord Fletcher's Policies and acknowledge your understanding and agreement to all policies listed.

**DATE OF EVENT:** \_\_\_\_\_ **ROOM RESERVED:** \_\_\_\_\_

**ACCEPTANCE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_