



# General Information

## CATERING DEPARTMENT

The Lodge at Sawmill Creek Resort's Conference Catering Department prides itself in providing the finest in professional service. To this end, we will be assigning one of our experienced Catering and Convention Service Managers to personally co-ordinate the many details leading to a spectacular event.

## MENU SELECTIONS

The many exciting menus within this Banquet Portfolio represent our Executive Chef's suggestions and are presented for your consideration. Should you desire a custom tailored menu, please consult with your Catering and Convention Service Manager.

## FOOD PREPARATION

All food at The Lodge functions must be supplied and prepared by Sawmill Creek Resort. To ensure the availability of all desired items, we ask that you select your menu at least 3 weeks in advance.

## ALCOHOLIC BEVERAGES

The sale and service of all alcoholic beverages is governed by the Ohio State Liquor Commission. As a licensee, we are responsible for the administration of all beverage regulations; therefore, it is policy that all liquor and wine must be supplied by the Resort.

## AUDIO VISUAL DEPARTMENT

The Lodge at Sawmill Creek operates a full-service audio visual department. Use of this Lodge service is usually expected, in conjunction with certain considerations (reflected in your sales agreement) regarding room rates, function space, meeting room rental, and/or special considerations. Should your group elect to receive bids from other purveyors for its audio-visual requirements, The Lodge will be given the first right of refusal to match the initial written proposal (to be provided by the client), and, if matched, The Lodge's full-service audio visual department will be awarded the bid. Should The Lodge be unable to match an offer and outside audio visual services are used, Client will be responsible for technician fees and time spent assisting Client's audio visual company. In addition, the Client will also be responsible for all fees associated with power and audio patches.

The client's audio visual company must present proof of a current \$2,000,000.00 liability insurance policy in force in Ohio and Erie County prior to being allowed access to the property.

## ATTENDANCE GUARANTEES

We ask that we receive the final guarantee of attendance a minimum of 72 hours prior to each food and beverage function. This number will be considered a guarantee not subject to reduction, and charges will be made accordingly. We will charge for the guarantee or the number served, whichever is greater.

## FUNCTION ROOMS

Our staff will be delighted to show you the various function rooms available for your planned event. Generally, all Sawmill Creek catered food and beverage functions include the price of the room and setup. However, the smaller sized functions may require a room set up charge or a minimum billing.

# General Information



## ROOM SIZE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are increases or decreases in this number, the Lodge reserves the right to reassign the function room accordingly.

## TIME CHANGES

In order to provide the finest service to your group, it is important that your Catering and Convention Service Manager be made fully aware of all function time changes. Please note that all functions, as well as audio visual, will be ready 15 minutes prior to the stated time.

## DECORATIONS

The Lodge does not permit the affixing of signs, posters, banners, or decorations to the walls, floors or ceilings of rooms unless approval is received from Resort Management. Failure to do so will result in passing the costs of repair and/or replacement to the patron. All signs and banners must be hung by The Lodge Maintenance Department at a cost of \$15.00 each. Our Maintenance Department is equipped with the proper clips/adhesive to secure your signage.

## OUTDOOR FUNCTIONS

The Lodge specializes in the production of outdoor parties and events. However, an alternate indoor location will always be provided by the Resort in the event of inclement weather. If the 2:00pm weather report predicts a 50% or greater probability of rain for the afternoon or evening, all outdoor events will be moved to the alternate indoor location. Whenever possible the client will be involved in this decision.

The Lodge will charge a set up fee of \$2.75 per person for outdoor parties. If the party is moved indoors because of inclement weather before being set up, this fee will not be charged.

## LIABILITY

Sawmill Creek will not assume responsibility for damage or loss of any merchandise, or articles of value brought into the Lodge or for any of these items left unattended.

## PRICES

All prices are quoted on a per person basis and are non-inclusive of Service Charge and State Tax

## SERVICE CHARGE/STATE TAX

An automatic Service Charge of 18% will be added by the Resort. All Audio-Visual Services are subject to a 10% service charge. By state law, a 6.5% Ohio Sales Tax is added to the total cost of the function, including the Service Charge. The Service Charge is taxed in Ohio.

## SPECIAL CATERING & CONVENTION SERVICES

Our professional Conference Services team is prepared to draw upon a wealth of experiences and sources to make your function outstanding. Some of the special catering services available for your consideration are:

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|---------------|----------------------|
| Flowers       | Music                |
| Décor         | Entertainment        |
| Ice Carvings  | Party Tents          |
| Photographers | Audio Visual Support |