

*The Event Center*

At Port Clinton Elks

 2024

In our continuing effort to provide the very best of service,

we have produced this pamphlet with the hope you will find it useful in planning your wedding reception, meeting, or other special event.

Given your wishes and guidance in these preparations,

our staff will strive to insure your function

will exceed your every expectation.

We encourage you to review our menu for ideas when planning your

Wedding reception or event and to use it in assisting you with

the selection of foods that not only will be pleasing to

your palate, but also delightful to behold.

Call us to ascertain the availability of dates,

schedule a tour of our facility or

 to complete your menu selections.

**Port Clinton Elks Lodge #1718**

**231 Buckeye Boulevard**

**Port Clinton, Ohio 43452**

**Telephone: 419-734-1900**

**E-mail:** **info@portclintonelks.org**

***GENERAL INFORMATION***

 **Call: Farrah Favro**

**Office/Banquet Coordinator**

 419-734-1900

We would like to take this opportunity to thank you in advance for letting us speak to you about your special occasion. Listed below you will find some general information that we feel will be helpful to you in planning your event. We offer a wide variety of party possibilities from small dinner parties to large receptions.

Located at 231 Buckeye Boulevard, Port Clinton, Ohio, we have a 4582 sq. ft. banquet room. This room may be divided by sliding doors if it is not necessary for your function to need such a large room.

Our Banquet Facility is Non-Smoking. We do permit smoking in designated areas outside.

FEES

\*Hall Rental (the whole room-without Elk Sponsor) ----------------------------------- - $600.00

\*Hall Rental (half of the room-without Elk Sponsor) ------------------------------ ----$300.00

\*Hall Rental (the whole room-with Elk Sponsor) -------------------------------------- ---- $300.00

\*Hall Rental (half of the room-with Elk Sponsor) ------------------------------------- ---$150.00

\* Hall Rental (no catering, kitchen service, set-up or clean-up included)… .$1200.00

 Refundable Clean Up Fee……………………………………………… $200.00

Additional Hours-------------------------------------------------------------------------per Hour----$100.00

Patio Cocktail Hour Rental - 1 Hour-------------------------------------------------------------$200.00

Patio Bar Set-……………………………………………………………………… …….. $ 75.00

Set-up Fee (if applicable)…………………………………………………….….………$100.00

Clean-up Fee (if applicable) -------------------------------------------$50.00 - $100.00

Cake Cutting Fee---------------------------------------------------------------$75.00

\*EVENT RENTAL FEES include the use of the hall for

**FIVE (5) hours starting at your agreed upon scheduled arrival**

**time and ending after your clean up time.**

The hall rental fee is due upon the confirmation of the date of your function. This makes your date secure. Dates cancelled at least three months prior to the confirmed date of the function will be charged a fee. Those dates cancelled after the three-month deadline prior to the confirmed date of the function will forfeit their entire deposit. Fees for any services may be made in cash, credit card or a pre-approved personal check. **The host agrees to pay the total food charge 14 days prior to the function unless other arrangements have been made.** The host agrees to pay the total special orders, and special order beverages plus a deposit on the proposed possible beverage use from the open bar 7 days prior to the function unless other arrangements have been made. There will be a 3% per month late fee assessed to any overdue account.

 **CATERING**

We encourage you to review the attached menus for ideas when planning your special function and to use it in assisting you with the selection of foods that not only will be pleasing to the palate, but also delightful to behold. Call us to ascertain the availability of dates or to schedule an appointment to complete your menu selections.

To provide you with the best service we must know the complete menu 14 days prior to your function and the number of people you guarantee. The 14 day guarantee will be the count used for your **minimum** billing.

**Any listed prices are subject to change based upon existing market conditions and prices will be confirmed and guaranteed for only 30 days in advance of your function. It is up to you to contact us regarding possible pricing changes.**

**All food consumed at The Port Clinton Elks, unless preauthorized by the Banquet Manager,is prepared by our staff. No other food may be brought in. \*Special considerations are made for wedding desserts.**

**Remaining food or beverage provided by the Elks is not permitted to leave the premises.**

A 20% service charge and Ohio Sales tax (7.00%) will be added to your billing.

**DECORATING**

You may personalize your function with your own decorations and centerpieces; however, **no tape, tacks or nails** **are to be used on the walls, floors or ceiling**. All candles must be in fire resistant bases and no more than 12 inches in height. Taper candles must be in hurricane globes. Wax spillage by you or your guests on carpeting, linens, etc. will result in additional cleanup fees. **The use of confetti , sparkle and feathers are prohibited. THERE WILL BE A FLAT FEE OF $100.00 FOR CLEANING, UP CONFETTI , SPARKLES OR FEATHERS IF USED OR IN THE EVENT ANY EXTREME CLEAN UP IS NECESSARY.**

**All decorations brought in must be removed from the Elks Lodge #1718 hall at the end of your function unless other arrangements have been approved by the Banquet Manager. Failure to do so may result in additional per hour fees.**

Your hall will be available for decorating the day of your event. Should there be no events booked the day prior to your event, you may be able to decorate that day by appointment. Check with Banquet Manager for times.

**CHOCOLATE FOUNTAINS/CANDY BARS**

The fountain must be hired and manned by a licensed fountain business. Items will not be permitted to be dipped directly into fountain, but will be served on a plate with a soufflé cup used for the chocolate. Children under the age of ten (10) will not be served without an adult present.

Candy Bars may not contain any taffy or sticky items and must be monitored by an adult.

If spillage occurs because of the above items, **extra cleaning fees will incur.** We will do everything in our power to insure this does not happen, but you will be responsible for your guests.

**ENTERTAINMENT/SOUND SYSTEMS/PA SYSTEMS**

Use of audio equipment may be limited if other functions are being held simultaneously in the remaining banquet areas. Management should be made aware of arrival times for entertainers and any other specific audio-video needs that you might have for your special function.  **Smoke machines are not permitted unless previously approved by the Banquet Manager**

**RENTAL EQUIPMENT**

12x12 Table Mirrors -$2.00 each

Glass Globe with Candle $4.50 each

White or Colored Linen Napkin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$ .75 each

White or Ivory Linen Table Clothes----------------------- -- $4.75 each

TV WITH DVD……………………………… \_\_\_\_$50.00

Round Tables seat six (6) or eight (8) . Rectangular Tables seat eight (8).

Table skirting is provided for head table and buffet line at no additional charge.

**FUNCTION TIMES**

Our event prices include the use of the hall for **five (5) hours starting at your agreed upon scheduled time and ending after your clean up time.** Additional time is available for $100.00 per extra hour. The latest time for the bar and building exit is midnight. If a function runs over its contracted time it will be charged a fee of $100.00 for any part of an additional hour.

**BEVERAGE SERVICE**

See Beverage Service Section following

**NON-PROFIT ORGANIZATIONS**

If a social event is planned for a non-profit organization, a tax exemption number must be supplied at the time arrangements are made, otherwise, sales tax will be charged. A copy of exempt status documentation 501 c(3) is necessary.

**LIABILITY**

Any damage incurred to our property, the hall, its furnishings or the grounds will be the financial responsibility of the client. **You are responsible for your** **guests and their actions**. Port Clinton Elks Lodge #1718 cannot assume the responsibility for personal property brought onto our premises.

**Enclosed you will find a Hall Rental Contract.**

**Please return it to us with your deposit so we can secure your date for you.**

**BEVERAGE SERVICE**

The cost for our beverage service is $20.00 per bartender per hour of service.

We recommend one bartender for each 100 guests.

 Examples of bar service that we offer are:

**CASH BAR OPEN BAR COMBINED**

**PER DRINK BASIS PER DRINK BASIS CASH/ OPEN BAR**

YOUR GUESTS ARE CHARGED HOST PROVIDES GUESTS HOST BUYS eg. KEGS OF BEER,

INDIVIDUALLY FOR THEIR WITH TOTAL BAR SERVICE OR BEER & WINE - GUESTS OWN DRINKS PAY FOR ALL OTHER
 ALCOHOLIC DRINKS

Bar Services can be one of the above or a *combination* of the above.

We also can provide keg beer options. We will gladly discuss any option

that you wish.

**We recommend hosts provide guests with complete soft drink service on all types of bar service.** Soft drink package is $1.25 per guest if Bar Service is included.

Beer Kegs, Bottle Wines, Champagne, Sparkling Grape Juice, Etc., available by request and priced accordingly.

**No alcohol is to leave the Banquet Room. No outside beverages of any kind may be brought in for party use or consumed outside in the parking area**. The sale and service of alcoholic beverages is regulated by the State of Ohio Department of Liquor Control. Port Clinton Elks Lodge, as a licensee, is responsible for the administration of these regulations: Ohio Revised Code #4301.62.

THE FOLLOWING ARE SUGGESTIONS FOR PLANNING AND SELECTING YOUR DESIRED MENU.

IF YOU DESIRE SOMETHING SPECIAL THAT IS NOT LISTED OR HAVE A FAVORITE RECIPE, PLEASE ASK AND WE WILL DO OUR BEST TO ACCOMMODATE YOUR WISHES.

OUR SUGGESTED PRICE MENUS ARE FLEXIABLE AND CAN BE ALTERED. WE WILL GLADLY QUOTE YOU ON ANY DESIRED SELECTIONS THAT ARE NOT LISTED ON OUR BANQUET MENU AND CAN OFFER SUGGESTIONS TO HELP YOU STAY WITHIN YOUR BUDGET!

 **BREAKFAST OR CONTINENTAL BREAKFAST PRICING IS AVAILABLE UPON REQUEST!**

**HORS D'OEUVRES**

 Jumbo Shrimp – Market Price

Mini Egg Rolls………………....$2.75 Wing Dings…………...…………..$2.75

Roasted Cauliflower Bites....$2.75 Boneless Chicken Bites ………..$2.75

Sweet & Sour Meatballs……$2.50 Assorted Mini-Quiche………......$2.50

BBQ Meatballs………………...$2.50 Swedish Meatballs………………$2.50

Breaded Mushrooms……. ….$2.50 Sauerkraut Balls…………..…......$3.25

Stuffed Mushroom Caps…...$2.75 Bacon Water Chestnuts…....…$3.25 Cheeseball & Crackers… ...$2.50 Vegetables & Dip…………….…..$2.75

Cheese Plate & Crackers…….$2.50 Fresh Fruit Bowl (In Season)…..$2.75

Crab Rangoon………………..$3.25 Fruit Dip………………………..…$.75

Buffalo Chicken Dip………..$2.75 Spinach Artichoke Dip………$ 2.75

Mini-Dessert Assortment.................….$3.00

**The above are priced per person. With Entree Purchase. Minimum of 50 people for above pricing**

**There will be a $2.25 charge per person with No Entree Purchase**

**Add Coffee and Tea Bar......................$1.25 per person**

**Custom hors d’oeuvre or per piece prices**

 **available upon request…………..**

**We can prepare any type of dip or appetizer. If there is something special you wish that is not on the above list, please contact us and we will gladly price it out for you.**

**SANDWICH BUFFET MENU**

**$14.50** (Choose Two) TURKEY, ROAST BEEF, HAM: WITH SLICED CHEESES

CHOICE OF BUNS OR BREADS: WHEAT, WHITE, RYE

CONDIMENTS: TOMATO, LETTUCE, MAYONNAISE, HORSERADISH, ETC.

**$14.50**(Choose One) HOT BEEF, SHREDDED CHICKEN, SLOPPY JOES, OR BBQ PORK

SERVED ON HAMBURGER BUNS

INCLUDING CONDIMENTS

 **OR**

CHICKEN, EGG SALAD OR TUNA SALAD CROISSANT

**$15.50**...... COMBINE BOTH 1COLD AND 1 HOT SANDWICHES

**$16.50.....**CHOICE OF 2 HOT SANDWICHES or 2 CROISSANTS

**SIDES……. Choose Two:**

POTATO SALAD, MACARONI SALAD, PASTA SALAD,

GARDEN SALAD, COLE SLAW, BAKED BEANS, AU GRATIN POTATOES, SCALLOPED POTATOES

 **INCLUDES CHIPS & PRETZELS**

ADD AN ADDITIONAL SIDE **$2.25** PER PERSON

**BEVERAGES**

COFFEE, DECAF COFFEE, HOT/ICE TEA…….INCLUDED

DESSERTS

 $2.50 - $4.50 PER PERSON

 **MINIMUM OF 30 PEOPLE TO ORDER BUFFET**

**DINNER BUFFET MENU ENTREES**

Aged Prime Rib Slowly Roasted to its Juicy Finish …….$30.95

OR

 Select 1 Entree $20.95 ($18.95 – Lunch)

 Select 2 Entrees $24.95($22.95 – Lunch)

 Select 3 Entrees $28.95($26.95 – Lunch)

Chicken Cordon bleu (Chicken breast Stuffed with ham, swiss cheese, and topped with mornay sauce)

Chicken Alfredo (Linguini noodles and charbroiled chicken breast, tossed

with alfredo sauce)

Honey Stung Fried Chicken

Oven-roasted Chicken

Roasted Turkey with Dressing

Swiss Steak

 Roasted Sirloin of Beef

Stuffed Pork Loin

 Baked Ziti (Meatsauce or meatless)

Homemade Lasagna

Lake-Erie Perch - Market Price

 **For Our Premium Entrees Please add $2.00 per plate**

Chicken Crème’ Brie (Chicken breast stuffed with a creamy blend of Brie &

Mozzarella cheeses with sweet Cranberries & sliced apples)

 Salmon Steaks in a Dill Hollandaise Sauce

**SIDES**

**Potatoes - Select One Vegetables - Select One** Baked Potat0 Buttered Sweet Corn Garlic Roasted Red Skins Oven Brandy Glazed Carrots

 Mashed Potato with Beef Gravy Broccoli Au Gratin Mashed Potato with Chicken Gravy California Blend-Broc-Caulif-Carrots

 Rice Pilaf Green Bean Casserole

 Scalloped Potatoes Green Beans Almondine

Au Gratin Potatoes Green Bean/ Carrot Normandy

 Additional Sides…$**2.25** Per Person

All Entrees include tossed salad, Rolls & Butter, Coffee, Decaf Coffee and Hot Tea

**DESSERTS**

$2.50 - $4.50 extra per person

Pies - Ice Cream – Cakes - Cookies - Cheesecake

Or Elks Petite Dessert Assortment

**This list is our suggestions; please feel free to make a special request**

**Minimum of 30 people to order from buffet**

**For Plated Dinners add $2.50 per person**

**A 20% Service Charge and Ohio Sales Tax (7.00%) will be added to your billing (Prices are subject to change, all menus are guaranteed 30 days prior to event.**

**PORT CLINTON ELKS LODGE 1718**

 **231 BUCKEYE BOULEVARD**

 **PORT CLINTON, OHIO 43452**

**419-734-1900**

 **email: info@portclintonelks.org**

**Hall Rental Contract**

CLIENT INFORMATION

NAME\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_

EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL\_\_\_\_\_\_\_\_\_\_\_\_\_\_WORK\_\_\_\_\_\_\_\_\_

EVENT DATE\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GUEST ARRIVAL TIME\_\_\_\_\_\_\_\_\_\_\_ENDING TIME\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT TYPE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GUARANTEE # DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NO. OF GUESTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_CATERING-Y/N\_\_\_\_\_\_\_FOOD SERVICE TIMES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BAR SERVICE-Y/N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TYPE\_\_\_\_\_\_\_\_\_BAR SERVICE TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEVERAGES/FOOD

• Set up arrangements are by appointment only.

• You must meet with Elks Lodge #1718 no later than 14 days prior to the event to discuss event details.

 • All food must be purchased from Elks Lodge #1718 unless prior arrangements are made through Banquet Manager.

•All alcoholic beverages must be purchased at the Elks Bar. **Violation may result in removal from premises and Management’s early closing of event!**

GUARANTEE/CANCELLATION

• A guaranteed number of guests must be provided 14 days prior to the event.

• Advance deposit is non-refundable if cancellation is made 90 days or less prior to the date of the event. 50% of hall deposit of advance deposit is non-refundable if event is cancelled at any time.

EVENT CENTER

• All decorating is the responsibility of Hall Rental Contract holder. No confetti, rice or birdseed is permitted. Attaching anything to walls, doors, ceilings or fixtures is not permitted. No smoke machines.

• Elks Lodge #1718 will be ready to receive your guests at the guest arrival time indicated on the contract.

• Elks Lodge #1718 can provide and set up linens. You may order linens through our Banquet Manager.

• A $200 clean up fee may be applied to your bill in the event of excessive clean up required.

• Entertainment is solely the responsibility of the Hall Rental Contract holder. All entertainment must be done by 11:30 p.m. Clients and guests cleaning up garbage and decorations and all entertainers must vacate the hall by 12:00 a.m.

DEPOSITS/PAYMENTS

• A deposit of $600 ($300-Elks #1718 Member) must be provided at the time of reservation in order to hold your event date for full hall rental. If renting one-half of the hall, deposit is one-half of this or $300 ($150-Elks #1718 Member). The hall deposit will be applied to the final hall rental bill.

• 100% of deposit will be kept unless cancellation notification is given 90 days prior to the event. 50% of hall deposit will be kept if event is cancelled either way.

• Payment for food service is due 14 days prior to event when guaranteed number is given to Banquet Coordinator. Food will not be ordered without payment.

• Payment for beverage services will be made at the close of the event unless prior arrangements are made with management. Master Card or Visa is acceptable forms of payment.

Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Card Type\_\_\_\_\_\_\_\_Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DAMAGES • Notification of damages and charges will take place.

• Elks Lodge #1718 is not responsible for supervising client’s guests or their behavior.

• Elks Lodge #1718 is not liable for any damages or loss of property to client’s or client’s guests’ property.

• Client will be responsible for any additional fees client and/or client’s party incurs during the event, and will be billed accordingly.

GRATUITY/SALES TAX

• A 20% service/gratuity charge will be applied to the final bill. This includes food, beverages, rentals and all services.

• A State Sales Tax rate of 7.0% will be applied on all food, beverages, hall rental and linens unless a tax exempt form is provided.

Customer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Deposit Amount Paid\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_