

# BANQUET TERMS AND CONDITIONS

All reservations and agreements are made upon and subject to the rules and regulations of Pere Marquette Lodge & Conference Center the following conditions:

1. The charge for food and beverage services provided will be applied to the minimum Charge specified for this room in this agreement. This charge for food and beverage excludes service charges, tax, and set up fees and other miscellaneous charges. If the charge for food and beverage service fails below the minimum charge, the client agrees to pay the difference as a room rental fee, in addition to all other charges.
2. **ADDITIONAL CHARGES:** All food and beverage prices are subject to a 18% service charge. Current sales tax is applicable to all charges incurred for your event, including the service charge. Menu pricing is subject to change. Food and beverage pricing will not be guaranteed more than 90 days from the date of a function.
3. No food or beverage is permitted to be brought into Pere Marquette Lodge & Conference Center by the patron or any of the patron's guests or invites. Due to health standards and state and local ordinances, food and beverage are not allowed to be taken out of Pere Marquette Lodge & Conference Center.
4. All menu selections and any special arrangements must be confirmed with the Catering Manager at least four (4) weeks prior to the scheduled function.
5. In arranging for private functions, the attendance must be definitely specified at least three (3) working days in advance of the function. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. If the guarantee is not given to Pere Marquette Lodge & Conference Center three (3) working days in advance, the patron will be billed for the expected number of people denoted on the banquet event order. If the attendance exceeds the guaranteed amount, the regular price per person will be due and payable the night of the function. The lodge can not be responsible for service to more than 5% over the guarantee.
6. The time as specified on the banquet event order for food service will be observed and if client should delay service for more than one hour, without 24 hours prior notice, and extra charge of \$ 1.00 per person will apply.
7. As per State of Illinois Law, any guest wishing to be served an alcoholic beverage must have valid proof of age.