

Banquet Facility Policies & Pricing

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Lafayette Elks

3224 US 52 West
West Lafayette, IN 47906

The Lafayette Elks Banquet Facility is available to be rented for your banquet, party, meeting or special event.

To ensure your satisfaction we respectfully request your cooperation in observing the following policies.

Event Deposit

A non-refundable deposit reserves the room date and time with the Elks. The deposit will be equal to 50% of the total rental fee. This deposit will be applied to your final bill. The room cannot be guaranteed until the deposit is received. If your event is cancelled, your deposit will be forfeited.

Payment

Payment in full is due on the day of the event.

Damages and Liability

-As the host/customer, you are responsible for any damage done to the Elks Facility by yourself or any guest (all attendees). You will receive a written itemization of any damages within five (5) days of the event and must reimburse the Elks Lodge in full within fourteen (14) days of the event.

-Because of this responsibility, you have the right to require that any guest leave the premises if his or her behavior might result in damaging property or person.

-Elks Lodge does not assume or accept any responsibility for you or your guests' loss of personal articles or broken or unreturned rentals from outside vendors that you or your guests have brought into the Elks facility.

Decorations

You may not use tape to adhere any banner, sign, and/or other decorations to the walls in the Elks facility. You may only use push pins. You may not attach any banner or sign to the floor or ceiling. Elks Management reserves the right to approve the appropriateness of the content and/or style of any decoration you wish to display in its facility. You will be responsible for all rental charges and deliveries of all rented items needed for your event from an outside vendor.

Bar Service

All beverages must be provided by the Elks Lodge.

We will provide the necessary bartenders for your event. The charge per bartender is \$100 for a maximum of 5 hours. Additional time will be billed at \$35 per hour, per bartender. Cash bar or package bar service is available. Please make these arrangements at the time of booking.

Under no circumstances are outside alcoholic beverages permitted on the premises, due to Indiana liquor license restrictions.

Room Capacities and Rental Fees

The Elks banquet facility includes the following rooms. Reduced fees will apply if you are a member of the Elks Lodge or a Golf Outing group. Fees will be finalized at the time of booking. For Saturday rentals from March through November, both upstairs rooms must be rented, even if only one is used.

Upstairs Facility

Lafayette Room **Occupancy 170--Fee \$600**

-Includes large dance floor

Fireside Room **Occupancy 130--Fee \$500**

-Includes large bar and patio access

Both Rooms **Occupancy 300--Fee \$1000**

-Both rooms adjoin and can be used together

Outside Patio* **Occupancy 100 seated at tables**

**Can provide additional seating, however, it is not covered, so please make arrangements for inclement weather.*

** Additional fees apply for patio setup and clean-up*

Handicap parking & access is available through the patio doors.

Downstairs Facility

The Elks also has smaller meeting rooms that can accommodate up to 80 people seated at tables.

The Bunker **Occupancy 50—Fee \$100**

The Eagles' Nest **Occupancy 80—Fee \$200**

Both Rooms **Occupancy 130—Fee \$250**

-Both rooms have easy access to the 19th Hole Bar, restrooms, and small patio area.

Set-up/Clean-up Fees

-Room rental includes basic set-up of table and chairs and basic clean-up. Arrangements can be made for the Elks to provide above and beyond normal set-up for a fee which will vary according to event size and requirements.

-If an outside caterer is used, the catering service will be required to clean up completely and remove all trash.

-The Lafayette Elks reserves the right to charge a cleaning/damage fee if necessary.

- If the Elks provides the catering; the table linens, china, flatware, glassware, and wait staff are included in food cost. However, if using another catering service or providing your own food, these items, as well as the use of the kitchen, are available for a fee. Please inquire with banquet manager.

- **Other possible fees:**

We reserve the right to provide security at the renter's expense. Chairs for patio events are available at the renter's expense.