



# *Lake Of The Woods Clubhouse*

## *Wedding Receptions & Special Events Catering Menu*

*January 2010*

*Prices and Meal Options Subject to Change*

*Lake of The Woods Clubhouse 2010*

**Breakfast Menu**

Served until 11:00AM.

**Breakfast Menu includes Beverage Option**

***Scrumptious Breakfast Buffet***

*(Minimum 20 People)*

*\$16.50 per person*

Scrambled Eggs or Western Eggs

Bacon & Sausage

Grits OR Home Fried Potatoes

Buttered Biscuits & Gravy

Mini Assorted Bagels OR Danish OR Scones

Fresh Fruit Display

Assorted Juices, Coffee & Tea

*Add \$1.50 per person for Belgian Waffle Station*

***Plated Breakfast***

*(Minimum 20 people)*

*\$17.50 per person*

Scrambled Eggs OR Ham, Egg & Cheese Casserole

Bacon, Sausage OR Ham (2 pieces each)

Home Fried Potatoes OR Grits

Croissant OR Biscuit *with butter*

Fresh Fruit

Choice of Orange Juice OR Coffee OR Tea

***Continental Breakfast***

*\$9.00 per person*

Assorted: Muffins – Danish – Scones

Fresh Fruit Display

Assorted Juices – Regular & Decaf Coffee – Hot Tea

*Prices do not include service charge or tax.*

*Lake of The Woods Clubhouse 2010*

**Lunch Buffet Menu**

*(Minimum 30 people)*

\$22.95 (One Entrée Buffet)

\$25.95 (Two Entrée Buffet)

*Buffets consist of choice of entree, one vegetable, one starch, and bread and beverage station.*

*Served until 3:00pm only.*

ENTRÉES

Chicken Piccata

Asparagus & Mushroom Pasta

Tortilla Crusted Chicken Breast

Tilapia Almondine w/ Amaretto Brown Butter Sauce

Chicken Roulade

Spaghetti & Meat Sauce

Chicken Almondine w/ Basil Cream Sauce

Champagne Chicken Pasta

Beef Burgundy Tips

Greek Baked Chicken

Baked Virginia Ham w/ Rum Raisin Sauce

Chicken Parmesan

Lasagna with Meat

Herb-Roasted Pork Loin

Salmon Filet w/ Lemon Dill Sauce

Meatloaf

Chicken Marsala

Vegetable Lasagna

Tilapia Almondine w/ Amaretto Brown Butter Sauce

Chicken Cordon Bleu w/ Light Cream Sauce

VEGETABLES

*(Choose One)*

Broccoli Spears	Honey Glazed Carrots	Creamed Corn
Vegetable Medley	Green Beans Almondine	Green Beans
Zucchini & Squash	Garden Salad	Corn
Caesar Salad	Triple Succotash	Collard Greens

*Plated Salad add \$2.00 per person*

STARCHES

*(Choose One)*

Rice Pilaf	Oven Roasted Red Bliss Potatoes
Long Grain & Wild Rice	Garlic Mashed Potatoes w/gravy
Scalloped Potatoes	Macaroni & Cheese
Pasta	Apple Sweet Mashed Potatoes
Parsley Buttered Red Potatoes	

*Prices do not include service charge or tax.*

*Lake of The Woods Clubhouse 2010*

**Group Buffet Luncheon**  
*(Minimum of 20 Guests)*

*Served until 3:00pm only.*

**DELI BUFFET LUNCHEON**

*Assorted sliced meats and cheese platters to include:*

*Roast Beef, Turkey and Baked Ham*

*American Cheese, Swiss Cheese and Provolone Cheese*

*Served with assorted breads, lettuce, tomatoes, onions and condiment*

*Potato Chips OR Potato Salad OR Pasta Salad and Dill Pickle Spears*

*Includes Coffee and Tea*

*\$16.00 per person*

*Add \$1.00 per person for brownies OR cookies, Add \$2.00 for cake OR pie*

*Prices do not include service charge or tax.*

*Lake Of The Woods Clubhouse 2010*

**Group Buffet Luncheon**  
*(Minimum 20 Guests)*

*Served until 3:00pm only.*

**SOUP AND PLATED SALAD**

**Choice of Soup:**

*Tomato Basil, Hardy Vegetable, Cream of Potato, Corn Chowder, Roasted Red Pepper, Cream of Asparagus,  
Clam Chowder, Broccoli Cheese, Chicken Tortilla or Chicken Noodle.*

**Choice of Salad:**

*Cobb Salad, Chef Salad, Chicken Caesar Salad, Triple Peak Salad, Asian chicken Salad,  
Strawberry Feta Salad.*

*Choice of Two Dressings  
Fresh, Hot Rolls with Butter  
Includes Coffee and Tea  
\$16.00 per person*

*Add \$1.00 per person for brownies OR cookies, Add \$2.00 for cake OR pie*

*Prices do not include service charge or tax.*

**Lake of The Woods Clubhouse 2010**  
**Salad Luncheon Menu – Plated & Served Only**

*(Minimum 20 People) Served until 3:00pm only.*

*Prices include served cold plate, fresh, hot rolls with butter, coffee and tea.*

*\$14.50 per person*

**Taco Salad**

*Tossed lettuce, seasoned ground beef, Spanish rice, shredded cheese, diced tomato and scallions served in a large tortilla shell with side of sour cream, guacamole and salsa.*

**Chef Salad**

*Fresh green leaf and romaine topped with smoked turkey and honey ham, shredded cheese, tomatoes and hard boiled eggs with your choice of dressing.*

**Cranberry Almond Salad**

*Fresh field greens tossed with dried cranberries, toasted almonds, and feta cheese and white balsamic vinaigrette.*

**Asparagus & Roasted Pepper Caesar Salad**

*Crisp romaine lettuce with asparagus tips, roasted peppers, parmesan, mushrooms and croutons. Tossed in our classic Caesar dressing.*

**Mandarin Chicken Salad**

*Crisp romaine lettuce with grilled chicken breast strips, mandarin slices, almonds, coconut and cranberries. Served with your choice of dressing.*

**Pear & Walnut Salad with Gorgonzola**

*Fresh field greens tossed with sweet pear, toasted walnuts, gorgonzola and our zesty cranberry citrus vinaigrette.*

*Dressing Choices: Buttermilk Ranch – Honey Dijon – Blue Cheese – Thousand Island – Lite Ranch  
Caesar w/ Egg – Honey Raspberry Vinaigrette – Quatro Formage Vinaigrette – Lite Italian*

*. Prices do not include service charge or tax.*

## *Lake of The Woods Clubhouse 2010*

### **Elegant Hors D'oeuvres & Displays**

#### **Hot Hors D'oeuvres**

*(Based on 100 pieces per item where applicable.)*

Beef Tenderloin Crostini	\$250.00
Pork Potstickers	\$200.00
Beef Empanadas	\$200.00
Rosemary & Asiago Cheese Straws	\$175.00
Shrimp Money Bags	\$200.00
Mini Beef Wellingtons	\$250.00
Scallops wrapped in Bacon	\$200.00
Spanikopita Triangles	\$185.00
Assorted Mini Quiche	\$170.00
Mini Cordon Blues w/ Parmesan Dipping Sauce	\$185.00
Thai Chicken Wings	\$195.00
Fresh Artichoke and Spinach Dip w/ Pita Angles	\$225.00
Coconut Shrimp w/ Polynesian Sauce	\$225.00
Mini Maryland Crabcakes w/zesty Remoulade Sauce	\$250.00
Mini Spring Rolls with Duck Sauce	\$175.00
Hawaiian Chicken & Pineapple Skewers	\$195.00
Beef & Pepper Skewers topped w/Teriyaki Glaze	\$195.00
Baked Brie Tartlette	\$200.00
Chicken Sate	\$195.00
Crab Rangoons	\$200.00
Cocktail Meatballs-Sweet and Sour Or Swedish (300 count)	\$165.00
Hot Crab Dip w/ Pita Points	\$250.00
Crab Stuffed Mushroom Caps	\$250.00

## *Lake of The Woods Clubhouse 2010*

### **Elegant Hors D'oeuvres & Displays**

#### **Cold Hors D'oeuvres**

*(Based on 100 pieces per item where applicable.)*

Hummus Display	\$200.00
Chilled Jumbo Shrimp Cocktail w/ cocktail sauce	\$250.00
Italian Bruschetta Display	\$195.00
Candied Apple-wood Smoked Bacon Strips	\$200.00
Oysters on the Half Shell w/ cocktail sauce	\$250.00
Deviled Eggs	\$175.00
Smoked Salmon Crostini	\$225.00
Beef Carpaccio Wrapped Asparagus	\$300.00
Gorgonzola & Sweet Onion Crustade	\$225.00
Tortilla Pin –Wheels w/Choice of Seafood, Chicken or Vegetable Spread	\$175.00
Smoked Salmon Display (75 People)	\$285.00
Mozzarella & Tomato Caprese Skewers	\$275.00
Chocolate Covered Strawberries	\$275.00
Mexican Layer Dip w/ tortilla Chips	\$175.00
Mini Fresh Fruit Kabobs	\$200.00
Cucumber Rounds w/ Chicken Salad or Salmon Mousse	\$180.00

#### ***Assorted Cut Cheese Display***

Small Display (50 people) \$185.00      Large Display (100 people) \$275.00

#### ***Assorted Fresh Fruit Display***

Small Display (50 people) \$185.00      Large Display (100 people) \$275.00

#### ***Assorted Select Fresh Vegetable Display***

Small Assorted *with Dips* (50 people) \$175.00      Large Assorted *with Dips* (100 people) \$265.00

#### ***Smoked Salmon Display***

Small Display (50 people) \$175.00      Large Display \$325.00  
Served with cream cheese, capers, eggs, red onions and crackers

*Lake of the Woods Clubhouse 2010*  
**Carving Station**

Prime Rib Au Jus

*Seasoned Prime Rib served with Horseradish Sauce & Assorted Rolls*

*Serves up to 100 people*

\$500.00

Whole Steamship Round of Beef

*Seasoned Beef presented with Horseradish Sauce, Jack Daniels Mustard,*

*Cranberry Mayonnaise & Assorted Rolls*

*Serves up to 125 people*

\$550.00

Oven Roasted Top Round

*Seasoned Beef presented with Horseradish Sauce, Jack Daniels Mustard,*

*Cranberry Mayonnaise & Assorted Rolls*

*Serves up to 75 people*

\$400.00

Virginia Baked Ham

*Oven Roasted Ham presented with Jack Daniels Mustard,*

*Cranberry Mayonnaise & Assorted Rolls*

*Serves up to 100 people*

\$350.00

Oven Roasted Turkey Breast

*Seasoned Breast of Turkey slowly roasted and presented with Honey Mustard,*

*Cranberry Mayonnaise & Assorted Rolls*

*Serves up to 75 people*

\$300.00

Chef to carve required.

\$50.00 per hour

*Prices do not include beverages, service charge or tax.*

**Lake of the Woods Clubhouse 2010**  
**Plated Dinner Menu**  
*(Minimum 20 People)*

*Prices include house salad, vegetable, starch, fresh baked rolls and butter, coffee and tea.*

<b>Filet Mignon Bordelaise</b> .....	\$45.95
<i>8 oz filet mignon grilled to perfection topped with a rich mushroom bordelaise sauce Wrapped in crispy, thick bacon.</i>	
<b>Prime Rib</b> .....	\$45.95
<i>9 oz cut prime rib served with horseradish cream sauce and au jus.</i>	
<b>N.Y. Strip Steak</b> .....	\$45.95
<i>12 oz grilled ribeye steak topped with crispy onion straws.</i>	
<b>Beef Burgundy</b> .....	\$36.95
<i>Tender beef tips with a burgundy sauce over pasta.</i>	
<b>Poached Salmon</b> .....	\$40.95
<i>8 oz. baked fresh salmon filet topped with lemon dill sauce.</i>	
<b>Stuffed Flounder</b> .....	\$40.95
<i>7 oz. fresh flounder stuffed with crabmeat and topped with sauce.</i>	
<b>Herb Crusted Tilapia</b> .....	\$39.95
<i>8 oz. fresh tilapia broiled and topped with raspberry rum sauce.</i>	
<b>Chef's Lump Crab cakes</b> .....	\$44.95
<i>Two homemade 5oz crab cakes broiled and served with a zesty romelade sauce.</i>	
<b>Shrimp Scampi</b> .....	\$40.95
<i>8 large shrimp sautéed with garlic, butter and white wine served over linguine.</i>	
<b>Seafood Newburg</b> .....	\$45.95
<i>Sea scallops, shrimp and crabmeat in sherry sauce over puff pastry.</i>	
<b>Chicken Marsala</b> .....	\$38.95
<i>Sautéed 8 oz chicken breast topped with Marsala mushroom wine sauce.</i>	

- Chicken Roulade** ..... \$38.95  
*8 oz. chicken breast wrapped with prosciutto ham and stuffed with smoked Gouda cheese.*
- Chicken Parmesan** ..... \$38.95  
*Chicken breast lightly dusted in seasoned flour with fresh parmesan and provolone Cheese, topped with marinara sauce.*
- Herb Roasted Pork Loin** ..... \$38.95  
*Tender Pork loin topped with a white wine cream sauce..*
- Pecan Crusted Chicken**..... \$38.95  
*Tender Breast of Chicken Rolled in Pecans, then drizzled with a light cream sauce.*
- Chicken Piccata**.....\$38.95  
*Breast of Chicken lightly floured and sautéed, drizzled with lemon butter cream sauce accented With capers.*

STARCHES & VEGETABLES

*(Choose Two)*

- |                             |                             |
|-----------------------------|-----------------------------|
| Roasted Red Bliss Potatoes  | Buttered Parsley Potatoes   |
| Rice Pilaf                  | Garlic Mashed Potatoes      |
| Long Grain & Wild Rice      | Scalloped Potatoes          |
| Apple Sweet Mashed Potatoes | Vegetable Medley            |
| Honey Glazed Carrots        | Creamed Corn                |
| Broccoli Spears             | Green Beans Almondine       |
| Zucchini & Squash           | Roasted Asparagus with Feta |
| Collard Greens              | Corn                        |

*You may choose one entrée for your group selection with a minimum of 20 guests. For 30 or more guests you may choose two entrées with a minimum of ten orders per entrée. We also offer alternative menus such as vegetarian for people with special needs. If more than 10 guests choose a special meal, it will be counted as one of your entrée choices. For beef options, all entrees will be served at one temperature.*

*Prices do not include service charge or tax.*

*Lake of the Woods Clubhouse 2010*

**Elegant Dinner Buffet Menu**

*(Minimum 40 People)*

**OPTION #1 \$ 36.95**

*The Dinner Buffet includes garden salad, fresh baked rolls and butter, coffee, tea.*

*Add \$2.00 per person for plated and served salad.*

ENTREES

*(Choose Two)*

Balsamic Glazed Sirloin

*Sirloin Steak seared and topped with a balsamic glaze*

Champagne Chicken

*Tender Breast of Chicken in a light champagne cream sauce*

Chicken Cordon Bleu

*8 oz Chicken Breast wrapped with Swiss cheese and ham, topped with a lemon dill sauce*

Beef Burgundy

*Choice beef in a Burgundy sauce over pasta*

Pecan Crusted Chicken

*Tender Breast of Chicken rolled in pecans, then drizzled with a light cream sauce*

Oven Roasted Turkey

*Sliced roasted turkey served with gravy*

Baked Virginia Ham

*Sliced Ham served with a rum raisin sauce*

Stuffed Flounder

*Stuffed with crab meat and topped with a lemon butter sauce.*

Chicken Breast Roulade

*Chicken Breast wrapped with ham and stuffed with Gouda cheese, topped with supreme sauce.*

Chicken Breast Almondine

*Chicken Breast lightly breaded in an almondine batter and topped with a basil cream sauce.*

Herb Roasted Pork Loin

*Tender pork loin topped with a white wine cream sauce*

Poached Salmon Filet

*Fresh Salmon Filet topped with lemon pepper coulis*

Tilapia Almondine

*8 oz fresh Tilapia Broiled and topped with a raspberry rum sauce*

Chicken Piccata

*Breast of Chicken lightly floured and sautéed, drizzled with lemon butter cream sauce accented with capers.*

STARCHES AND VEGETABLES

*(Choose two)*

Herb-Roasted Red Bliss Potatoes

Rice Pilaf

Long Grain & Wild Rice

Garlic Mashed Potatoes

Potatoes Au Gratin

Corn

Apple Sweet Mashed Potatoes

Mashed Potatoes

Zucchini & Squash

Green Beans Almondine

Broccoli Spears

Seasoned Apples

Honey Glazed Carrots

Creamed Corn

Collard Greens

Parsley Buttered Red Potatoes

*Prices do not include service charge or tax.*

*Lake of the Woods Clubhouse 2010*

**Specialty Buffets**

*(Minimum 40 people)*

ITALIAN FEAST

*Linguine & Penne Pasta  
Meat Sauce & Alfredo Sauce  
Caesar Salad & Garden Salad  
Beef Lasagna & Vegetarian Lasagna  
Garlic Bread  
Coffee & Tea  
\$23.95 per person*

MEXICAN FIESTA

*Beef & Chicken Tacos  
Hard & Soft Shells & Tortilla Chips  
Refried Beans & Spanish Rice  
Sour Cream, Guacamole, Salsa, Lettuce, Tomatoes, Shredded Cheese  
Coffee & Tea  
\$19.95 per person*

NEW YORK DELI FEAST

*White, Wheat, Rye Bread & Kaiser Rolls  
Sliced Ham, Turkey & Roast Beef  
Potato Salad or Pasta Salad or Cole Slaw & Chips  
Lettuce, Tomatoes, Onions, Pickles & Condiments  
Coffee & Tea  
\$18.95 per person*

THE CARVERY FEAST

*Carved to Order:  
Roasted Turkey Breast, Baked Virginia Pit Ham, Top Round of Beef  
Cornbread Stuffing, Mashed Potatoes & Choice of Gravy, Choice of Vegetable  
Fresh Baked Rolls & Butter  
Coffee & Tea  
\$39.95 per person & Carving Fee Required*

***Lake of the Woods Clubhouse 2010***  
**Children's Menu – 10 & Under**

*All children's meals include beverages. Please choose one meal option for all children in your banquet. Exceptions are made for children with special dietary needs such as vegetarian. If you will be having a buffet, the children may eat from the buffet, but will be charged the child's price.*

\$12.95 per Person

Pasta with Sauce  
*Served with Bread*

Chicken Fingers  
*Served with Fries*

Hamburger  
*Served with fries*

Grilled Cheese  
*Served with fries*

Macaroni & Cheese  
*Served with fries*

*Prices do not include service charge or tax.*

## *Lake of the Woods Clubhouse 2010*

### **Banquet Beverage Service**

#### OPEN BAR PRICES

##### Non-Alcoholic Beverage Service

2 hours - \$4.00 per person  
 3 hours - \$4.50 per person  
 4 hours - \$5.50 per person

##### Beer, Wine, Liquor & Soda Bar Service

1 hour - \$14.95 per person  
 2 hours - \$16.95 per person  
 3 hours - \$18.95 per person  
 4 hours - \$20.95 per person

##### Beer, Wine & Soda Bar Service

1 hour-\$8.95 per person  
 2 hours-\$10.95 per person  
 3 hours-\$12.95 per person  
 4 hours -\$15.95 per person

##### Punch: 80-3 oz servings each

Homemade Fruit Punch \$35.00  
 Champagne Punch \$65.00  
 Rum Punch \$85.00

#### CASH BAR PRICES

##### LIQUOR: Per Drink

*House Brands* \$4.50  
*Call Brands* \$5.50  
*Premium Brands* \$6.50  
*Top Premium Brands* \$7.50

##### WINE: Per Drink

*House Glass* \$4.25  
*Champagne Glass* \$3.25

##### BEER:

*Domestic Bottle* \$3.50  
*Import Bottle* \$4.50

##### SOFT DRINKS:

*Individual* \$2.00 *Free Refills*  
*Sparkling Cider* \$3.00

Bartender Fees: \$50.00 bar set-up fee for any type of bar requested  
 \$25.00 per hour per bartender for first four hour period  
 \$50.00 per hour per bartender for any additional hours  
 No half hours. Bar closes at 12 Midnight, no exceptions.

The Clubhouse Recommends One Bartender per 75 Guests.

*Prices do not include service charge or tax.*

***Lake of the Woods Clubhouse 2010***  
**Wedding Tasting Menu**

*Tastings are scheduled for Wedding Receptions Only. All portions are tasting portions only. Please refer to the terms & conditions for all tasting information.*

**Dinner Wedding Reception Tasting**

\$35.00

*All tastings come with a house salad & dinner rolls.*

*Please Choose:*

Three Hors D'oeuvres

Two Entrees

Two Starches

Two Vegetables

*Desserts may be purchased at full price.*

**Hors D'oeuvres Wedding Reception Tasting**

\$35.00

*Please Choose:*

Five Hors D'oeuvres

*Prices do not include beverages, service charge or tax.*

# *Lake of the Woods Clubhouse 2010*

## **Banquet Fees**

### ***Required Fees***

All banquets are charged a 20% taxable service charge and 9% sales tax. These fees are added to the final total of the banquet.

### ***Room Rental Fees***

Room rental fees are charged according to room(s) requested. Please see the room rental chart.

### ***Sunday Banquet Fee***

There will be an additional fee of \$300.00 for any banquet requested on a Sunday. Your event may not start until 5:00pm on a Sunday and the room will not be available to decorate until 3:30pm.

### ***Additional Hours Fee***

All banquets are based on a 4-hour rental. Additional hours can be purchased at the rate of \$200.00 per hour. Any event requesting an ending time past 11:00 pm will be charged an additional labor fee of \$250.00. The Clubhouse closes at 12 Midnight, no exceptions.

### ***Bartender Fees***

All banquets requesting a bar are required to pay a bar set-up fee of \$50.00. Bartender charges are \$25.00 per hour per bartender for the first four hours. \$50.00 per hour per bartender for any additional hours purchased.

### ***Linen Fees***

Linen is charged at \$1.00 per person, with your choice of tablecloth & napkin colors. Skirting fee of \$50.00 is charged for any amount of skirting requested.

### ***Table Setting Fee***

All banquets are charged \$2.00 per person for table settings which include: china, silverware and glassware.

### ***Cake Cutting Fee***

The Cake Cutting Fee is \$40.00 for any size cake.

### ***Chair Fee (To the Point)***

If you wish to rent white folding chairs from the Clubhouse for your outside wedding, the chair rental fee is \$1.50 per chair. Set up and break down fee \$40.00 (Maximum 130 chairs)

### ***Equipment Rental Fee***

Piano Rental: \$30.00 *Indoors ONLY*

### ***Clean Up Fee***

All banquets are charged a clean up fee of \$1.00 per person. An additional charge of \$2.00 per person will be charged for any banquet using confetti, sand, salt, rice or tiny candies, etc.

*Fees do not include service charge or tax.*

# Lake of the Woods Clubhouse 2010

## *Banquet Terms & Conditions*

*This menu selection has been put together for non-club banquets held at LOW Clubhouse. The minimum number of guests to book an event is 20. The maximum number of guests we can accommodate is 200 (depending on your seating arrangement). All menu prices do not include all fees, taxable 20% service charge, 5% Virginia State sales tax and 4% Orange County meal tax, as listed in the banquet menu.*

All food and beverages, including alcohol, which are served or consumed on the LOWA premises, must be purchased exclusively from the Clubhouse with the exception of wedding cakes ONLY. The Clubhouse reserves the right to make reasonable substitutions on the menu to adjust for fluctuations in the market price and/or commodity shortages.

Special events and catering bookings are addressed on a first come, first serve basis and a minimum deposit of \$500.00 is required to book a date. Deposits may be made over the phone with a valid credit card, by mail with check, or in person. The Signature Sheet and the Sponsor Sheet are required with the deposit. In accordance with LOWA bylaws, the Clubhouse will not book any date more than one year in advance. **The Clubhouse will not hold tentative dates for any reason.**

### *VERIFICATION OF NUMBER OF ATTENDEES*

Menu selections and minimum meal guarantee are due fourteen (14) days in advance of a meal function. The Clubhouse requires the final guaranteed attendance at least seven (7) days prior to all food and/or beverage functions. (Final payment is due at this time as well). Should the Clubhouse not receive the requested final expected guaranteed attendance at least seven (7) days prior to the commencement of the event, the Clubhouse will prepare and charge for the original estimated attendance amount or the number in attendance, whichever is greater. The final guaranteed attendance amount is NOT subject to reduction. If additional meals are requested after the final guaranteed attendance is given, please notify the Clubhouse immediately, and we will make every effort to accommodate your request. If your meal includes two entrée choices, you must give the Clubhouse a count for each entrée. If the count is not received with your final guaranteed attendance, the Clubhouse will prepare equal amounts of each entrée.

**If additional meals are requested within forty-eight (48) hours, an additional charge of \$3.00 per person will be incurred and reasonable substitutions may have to be made for the additional meals needed.**

\*Menus are subject to change at any time at the discretion of the Clubhouse Management. All banquets are required to use current menu information unless a contract has been signed.

## *ALCOHOLIC BEVERAGE SERVICE*

Alcoholic beverages that are served on the LOWA Clubhouse premises may only be dispensed by bartenders and servers employed by the LOWA Clubhouse. The Clubhouse, as a licensee, is responsible for the administration of the sales and service of alcoholic beverages in accordance with the State of Virginia Alcoholic Beverage Commission regulations. If you request a bar, a required bar set-up fee of \$50.00 will be charged. A bartending fee of twenty (\$25) dollars per hour per bartender will be charged for the first four hours and fifty (\$50) dollars per hour per bartender for any additional hours. If the bar is less than one (1) hour, the full amount of twenty (\$25) dollars will be charged. The Clubhouse recommends one bartender per 75 guests for at least the first hour of the banquet. Under no circumstances may any outside alcohol be brought into the Clubhouse – Main Dining Areas or Lower Level Community Center.

## *CANCELLATION POLICY*

All banquet arrangements are tentative until a deposit has been made and a LOWA contract is signed. If a banquet is cancelled prior to 90 days before the function occurs, all but \$100.00 of the original deposit will be returned. If the cancellation occurs between 90 and 30 days of the scheduled function, half of the original deposit will be returned. If the cancellation occurs within thirty (30) days of the scheduled function, the entire deposit shall be forfeited to the Clubhouse. If the cancellation occurs within seven business days of the scheduled function, the person responsible shall forfeit the entire deposit and be responsible for all perishable food items that have been purchased for the event that cannot be returned to the vendor or used by the Clubhouse. If, for any reason, the event is canceled and the Clubhouse has set-up, cooked, prepared and is ready for the function, the Club, Group or Organization will be charged the full amount of the contract.

**NOTE:** If you need to cancel an event or change the date of your event, a written notice is required.

## *PAYMENT*

### DEPOSIT SCHEDULE

\$500.00 – Paid with Cash, Check or Credit Card – Initial deposit to hold Date & Time requested.

Half of Banquet Total – Paid with Cash, Check or Credit Card – Due thirty (30) days before function.

Full Banquet Payment – Paid with Cash, Check or Credit Card – Due seven (7) days before function.

Failure to pay according to above schedule will result in banquet forfeiture and render banquet contract null and void.

### *ROOM RENTAL FEES*

Room rental fees are charged according to room(s) requested. Please see room rental charts. Room rental charges are subject to service charges and tax.

### *INDEMNITY*

LOWA will not be liable for any damages to the patrons, guests and invitees in the event circumstances beyond the control of LOWA interfere with performance of the function as scheduled. Circumstances, which may result in such interference, shall include, but are not limited to, disruptions in power supply, accidents, acts of war, or acts of God. Your group shall also indemnify and hold LOWA and the Clubhouse harmless for any injury to persons or damage except claims due to the Clubhouse's gross negligence. LOWA will not assume any responsibility for damages to or loss of any merchandise or articles left in or about LOWA premises prior to, during, or following your function.

### *SPONSORSHIP*

Those who wish to use the Clubhouse and are not currently a member of LOWA must have a sponsor who is a property owner at LOWA. A Sponsor form must be filled out and returned to the Clubhouse with initial deposit before a contract is signed. You must OWN property at LOW to be considered a member.

### *APPOINTMENTS*

Before your event you may wish to schedule appointments to discuss the details of your event. The Clubhouse allows two (2) appointments with the Catering Director, each appointment being one hour or less. We would like to schedule one last appointment one month prior to your event to be sure everything is to your approval and all paperwork is signed; this appointment is optional and will not count as one of the two approved appointments listed above. If you feel that you need additional appointments to discuss your event, each appointment will be charged at \$25.00 per hour. Appointments can be made Wednesday – Friday, 11am-3pm. Saturday appointments are 11am-2pm and are available by request only. **Please keep in mind that many questions or concerns can be addressed via telephone or email.**

### *TASTINGS*

Food tastings are for wedding receptions only. Tastings are scheduled with the Catering Director or an available member of management. **The Clubhouse requires two weeks notice of your desired tasting date.** Tastings are only scheduled on Wednesdays at 5:00pm. Please see the tasting menu for your options.

## *BANQUET SET UP*

Due to the various events and functions that are held at the Clubhouse, the following are rules regarding the set up of your function.

- 1) You may drop off your decorations and centerpieces six (6) hours before your event; however, if your event starts before 2:00 pm, you may not arrive before 8:00 am. Please note that this provision does not mean your function will be completely set up. This means that the tables will be set up in the proper placement with the table cloths on allowing the centerpieces, etc. to be placed on the tables.
- 2) Please note that all times are subject to be changed by management with adequate notice.
- 3) There will be a fee of \$500.00 added for a function to be completely set up by 8:00 am the day of the event.
- 4) If you are getting married at the Clubhouse or at the Clubhouse Point, you may arrive no earlier than two hours before your wedding is scheduled to begin.
- 5) We are strictly your food and beverage coordinators. We advise you to hire your own wedding coordinator. We do not provide decorations, flowers, place cards, table numbers, dressing rooms (other than the women's rest rooms), or services for your wedding rehearsal. Please note that we do not provide any refrigerator storage for flowers, cake, etc.
- 6) Please note that we are not responsible for the condition of your flowers, decorations, cake, etc. that is set up before your function begins.

*Lake of the Woods Clubhouse 2010*  
*Signature Sheet*

Thank you for choosing Lake of the Woods Clubhouse for your special event. Enclosed please find the Clubhouse regulations that all guests and members are to adhere to. Please review and sign the agreement with the addition of the member's signature, lot and section number. Return with a deposit of \$500.00 to reserve your desired date. The deposit shall be applied to the charges incurred.

I, \_\_\_\_\_, have read the above and understand and agree to the terms and conditions set forth by LOWA for the use of the Clubhouse for non-club banquets.

The \_\_\_\_\_ event will be held on \_\_\_\_\_ (date) at the LOWA Clubhouse.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Signature \_\_\_\_\_  
Lot \_\_\_\_\_ Section \_\_\_\_\_

Deposit Paid \_\_\_\_\_

For Non-Residents: LOWA Sponsor form must be turned in with the Signature Sheet.  
Your sponsor must OWN property at LOW.

*Lake of the Woods Clubhouse 2010*  
*Sponsoring Property Owner's Acknowledgment & Agreement*

I, \_\_\_\_\_ OF \_\_\_\_\_, \_\_\_\_\_ AS SPONSORING MEMBER OF  
MEMBER NAME LOT SECT  
\_\_\_\_\_ FUNCTION TO BE HELD AT THE LAKE OF THE WOODS  
NON-MEMBER NAME  
CLUBHOUSE ON \_\_\_\_\_ AGREE TO THE FOLLOWING:  
DAY & DATE OF EVENT

1. *ULTIMATE RESPONSIBILITY FOR ANY DEBT INCURRED IN THE NON-MEMBER USE.*
2. *ULTIMATE RESPONSIBILITY FOR DAMAGES TO THE CLUB AS A RESULT OF THE NON-MEMBER'S USE OF THE FACILITIES.*
3. *ULTIMATE RESPONSIBILITY TO ENSURE THAT ALL GUESTS COMSUMING ALCOHOLIC BEVERAGES AT THE SPONSORED EVENT ABIDE BY THE VIRGINIA ALCOHOLIC BEVERAGE CONTROL BOARD REGULATIONS.*
4. *I HAVE READ AND AGREE TO ABIDE BY THE ATTACHED EVENT CONTRACT RULES & POLICIES.*

\_\_\_\_\_  
MEMBER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
LOWA SIGNATURE

\_\_\_\_\_  
DATE