

BANQUET & CATERING
INFORMATION

SOUTH BEND
ELK'S LODGE #235



3535 East McKinley Avenue
South Bend, IN 46615
Phone: (574) 233-1139 Fax: (574) 233-1474
Email: info@southbendelks.com
<http://southbendelks.com>

Quantities will serve approximately 50 people.

Cold Hors d'Oeuvres

<u>Potato Chips w/Ranch Dip</u>	<u>\$15.00</u>
<u>Nacho Chips & Salsa</u>	<u>\$20.00</u>
<u>Deviled Eggs (100)</u>	<u>\$40.00</u>
<u>Bacon Cheese Spread w/Assorted Crackers</u>	<u>\$45.00</u>
<u>Corn-a-copia (100 rolled salami stuffed with cream cheese)</u>	<u>\$70.00</u>
<u>Vegetable Relish Tray w/Ranch Dip</u>	<u>\$40.00</u>
<u>Fresh Fruit Tray (Price shown in season, otherwise market price)</u>	<u>\$60.00</u>
<u>Cheese Board (3 varieties of cubed cheese)</u>	<u>\$90.00</u>
<u>Silver Dollar Sandwiches (100 turkey & ham sandwiches)</u>	<u>\$125.00</u>
<u>Shrimp Cocktail Tray (100 shrimp w/cocktail sauce)</u>	<u>\$125.00</u>

Hot Hors d'Oeuvres

<u>Breaded Mushrooms (100 per tray)</u>	<u>\$80.00</u>
<u>Breaded Mozzarella Sticks (100 served with red sauce)</u>	<u>\$80.00</u>
<u>Meatballs (served in BBQ sauce)</u>	<u>\$80.00</u>
<u>Breaded Chicken Strips (served w/sweet & sour or BBQ sauce)</u>	<u>\$90.00</u>

Dinner Selections

All entrees include a tossed salad, potato, vegetable, rolls, coffee, & tea.

<u>Chicken Breast Supreme (8 oz. Breast served w/supreme sauce)</u>	<u>\$10.95</u>
<u>Breaded Chicken Cordon Bleu</u>	<u>\$11.50</u>
<u>3 pce. Baked Chicken</u>	<u>\$10.95</u>
<u>Baked Orange Roughy</u>	<u>\$15.25</u>
<u>Breaded Fantail Shrimp (7 shrimp served w/cocktail sauce)</u>	<u>\$14.95</u>
<u>Baked Pork Chop (1/2 pound pork chop)</u>	<u>\$11.25</u>
<u>Roast Pork Tenderloin</u>	<u>\$11.25</u>
<u>10 oz. Ribeye Steak</u>	<u>\$18.95</u>
<u>9 oz. Prime Rib (served w/au jus)</u>	<u>\$19.95</u>
<u>12 oz. Prime Rib (served w/au jus)</u>	<u>\$23.95</u>
<u>4 oz. Filet Mignon</u>	<u>\$17.95</u>
<u>6 oz. Filet Mignon</u>	<u>\$19.95</u>

Dessert Selections

<u>Cherry, Peach, or Blueberry Cobbler /Apple Crisp</u>	<u>\$1.95</u>
<u>Scoop of Ice Cream or Sherbet (served w/cookie)</u>	<u>\$1.95</u>
<u>Assorted Cream Pies</u>	<u>\$2.95</u>
<u>Cookie Tray (sugar or chocolate chip, serves 40 guests)</u>	<u>\$40.00</u>
<u>Lemon Berry, Brown Cow, or Turtle Cheesecake</u>	<u>\$4.95</u>

Buffet Selections

A wide variety of buffets to please your palate for your events with 30 or more people.

Polish Buffet

Tossed salad, baked chicken, Polish sausage, sweet & sour cabbage, buttered Kluski noodles, green beans, mashed potatoes & gravy, rolls & butter, and assorted cream pies for dessert. Includes coffee & tea.

\$13.45

Italian Buffet

Tossed salad & choice of two of the following prepared salads: Cole slaw, potato salad, pasta salad, three bean salad, or cottage cheese. Fettuccine Alfredo, homemade baked lasagna, Italian Sausage w/Peppers & Onions, Italian green beans, garlic toast, & choice of either chicken cacciatore or Chicken Marsala. Coffee & tea included. Assorted cream pies for dessert.

\$14.45

Lodge Buffet

Tossed salad & choice of two of the following prepared salads: Cole slaw, potato salad, pasta salad, three bean salad, or cottage cheese. Choice of three of the following meats: roast beef, roast pork, baked ham, baked chicken, or baked whitefish. Choice of au gratin potatoes, mashed potatoes w/gravy, or roasted red potatoes. Vegetable, rolls & butter, coffee & tea. Assorted cream pies for dessert.

\$15.45

Prime Rib Buffet

Tossed salad & choice of two of the following prepared salads: Cole slaw, potato salad, pasta salad, three bean salad, or cottage cheese. Carved Prime Rib plus choice of one of the following: roast pork, baked ham, baked whitefish, or baked chicken. Choice of au gratin potatoes, mashed potatoes w/gravy, or roasted red potatoes. Choice of vegetable. Served with rolls & butter, coffee & tea.

Assorted cream pies for dessert

\$23.45

Beverage Selections

<u>Two gallons Fruit Punch</u>	<u>\$15.00</u>
<u>Two gallons Champagne Fruit Punch</u>	<u>\$30.00</u>

Cash Bar (Guests pay for their own drinks. A \$15 per hour (minimum of 4 hours) per bartender fee is added on for cash bars.)

	Price per drink:
<u>Soft Drinks (Pepsi products)</u>	<u>\$1.25</u>
<u>Pitchers of Soft Drinks</u>	<u>\$5.00</u>
<u>Juice</u>	<u>\$1.75</u>
<u>Domestic Beer (bottle)</u>	<u>\$2.50</u>
<u>Imported Beer (bottle)</u>	<u>\$3.00</u>
<u>Wine (by the glass)</u>	<u>\$3.75</u>
<u>House Brands (mixed)</u>	<u>\$3.50</u>
<u>Call Brands (mixed)</u>	<u>\$3.75</u>
<u>Top Shelf Brands (mixed)</u>	<u>\$4.50</u>
<u>On the Rocks (house brand)</u>	<u>\$4.25</u>
<u>On the Rocks (call brand)</u>	<u>\$4.75</u>
<u>On the Rocks (top shelf brand)</u>	<u>\$6.00</u>

Open Bar (Guests do not pay for drinks, hosts pick up the tab.) Prices listed are per person.

<u>Open Soda Bar</u>	<u>\$1.50</u>
<u>Open Beer & Pop</u>	<u>\$7.00</u>
<u>Open Beer, Wine, & Pop</u>	<u>\$7.75</u>
<u>Open Beer, Wine, Pop, & House Brands</u>	<u>\$10.00</u>
<u>Open Beer, Wine, Pop, House Brands, & Call Brands</u>	<u>\$13.25</u>
<u>House Champagne (Price per bottle. One bottle serves 8.)</u>	<u>\$12.95</u>

House Brands (Amaretto, Blended Whiskey, Bourbon, Gin, Peach Schnapps, Rum, Scotch, Spiced Rum, Tequila, Vodka)

Call Brands (7 Crown, Absolut, Bacardi, Bailey's, Captain Morgan, Canadian Club, Jose Cuervo, Cutty Sark, Jim Beam, Kahlua, Malibu, Smirnoff, Southern Comfort, Tanqueray)

The South Bend Elks Lodge #235 reserves the right to refuse service of alcoholic beverages to any guest that appears to be intoxicated or any guest that cannot present proper identification with proof of age.

Bowling Center Rental

Our bowling center can be rented for parties based on availability.
For more information, call (574) 234-2163.

Standard Party (Minimum 10 people)

Includes 90 minutes of bowling and shoe rental.
\$8.00 per person

Deluxe Party (Minimum 10 people)

Includes 90 minutes of bowling, pizza (pepperoni or cheese),
soda, and shoe rental.
\$10.00 per person

Hourly Rental

\$10.00 per hour, per lane. Shoe rental \$1.50 extra per person.

Swimming Pool Rental

Our swimming pool can be rented for \$150.00 per three (3) hours.
The times available will be from 6 p.m. to 9 p.m. Tuesday through
Saturday. A lifeguard fee of \$10 per hour per lifeguard (one per
30 people) will be also be assessed. Call (574) 233-1139 for more
information.

Menu options:

Hot dog plate with baked beans, potato salad, chips, & pop
\$5.00 per person

Hamburger plate with baked beans, potato salad, chips & pop
\$5.25 per person

Large Pizza, each (Cheese or Pepperoni)
\$12.00

Room and Equipment Rentals

The Ballroom

Over 5,600 total square feet of convention or meeting space!
Equipped with 1,300 square feet dance floor. Raised stage and comfortable seating for up to 350 guests.

Room Rental: \$500

The Dining Room

Over 1,950 total square feet of convention or meeting space!
Comfortable meeting space or dinner seating for up to 120 guests.
Equipped with separate dance floor with small raised stage.

Room Rental: \$200

The Lodge Room

Over 2,000 total square feet of convention or meeting space!
Comfortable meeting space or dinner seating for up to 100 guests.

Room Rental: \$150

The Card Room

Over 800 total square feet of convention or meeting space!
Comfortable meeting space or dinner seating for up to 50 guests.

Room Rental: \$100

Decorations/Equipment Rental

<u>TV w/VCR/DVD</u>	<u>\$10.00</u>
<u>Piano</u>	<u>\$25.00</u>
<u>Podium w/microphone</u>	<u>\$5.00</u>
<u>Easel</u>	<u>\$1.00</u>
<u>Projection Screen</u>	<u>\$1.00</u>
<u>Table Skirting, each</u>	<u>\$3.00</u>
<u>Specially requested color napkins each</u>	<u>\$0.25</u>
<u>Specially requested color tablecloths each</u>	<u>\$1.00</u>
<u>*Note* White napkins and tablecloths are available at no extra charge.</u>	
<u>Hurricane globes w/white tapered candle & mirror, each</u>	<u>\$5.00</u>
<u>Candelabras w/white tapered candles, each</u>	<u>\$15.00</u>
<u>Heart Shaped Candelabras w/votive candles, each</u>	<u>\$15.00</u>
<u>Raffle Cage</u>	<u>\$5.00</u>
<u>Ficus Trees w/lights each</u>	<u>\$10.00</u>
<u>Mailbox Gift Card Box</u>	<u>\$15.00</u>
<u>Wishing Well Gift Card Box</u>	<u>\$15.00</u>
<u>White Decorated Wedding arch</u>	<u>\$30.00</u>
<u>White Decorated Wedding Trellis</u>	<u>\$30.00</u>

General Information and Banquet Contract

The Lodge will not permit affixing anything to the walls, floor, ceilings, mirrors, or pictures with nails, staples, tape, or any other substances unless approval is given in advance by the general manager.

A security deposit of \$500.00 for the ballroom and \$250.00 for all other rooms is required to reserve a room. If there are no damages or excessive cleanup required, the deposit will be refunded after the event. If you must cancel your event, the deposit is non-refundable. The South Bend Elks Lodge #235 reserves the right to assess charges for any damage or destruction to it's property both inside and out of the Lodge building and will deduct the same from the security deposit.

Tax Exempt groups must provide a State Approved tax-exempt Certificate at least two weeks prior to their functions.

You must report your final attendance count to the Elks' General Manager 10 days prior to your function date. Your catering bill will be made up at that time and payment is due in full to the manager 7 days prior to your function. The final count you give is how many meals you will be charged for and is NOT subject to reduction or refund if the expected amounts of people do not attend.

We accept cash, company checks, money orders, or credit cards (VISA, MasterCard, or DISCOVER) ONLY as payment.

No Lodge catered food or beverages are to be taken from the premises, nor consumed outside of the Lodge building itself.

No food or beverages may be brought into our banquet facilities except for professionally prepared wedding cakes. Federal, state, and local laws with regard to food and beverage consumption are strictly adhered to. All catered food and beverage items are subject to Indiana State Sales Tax and a 17% gratuity charge.

The South Bend Elks Lodge #235 reserves the right to change scheduled function rooms due to an increase or decrease in the size of the group or due to an operational problem with the scheduled function room.

Agreed upon times of use of banquet space cannot be increased or decreased. Any changes to agreed upon times must be in writing and signed by the Elks' General Manager and an authorized event representative.

All Food and Beverage Prices are subject to change.

Security: Groups exceeding 125 persons are required to have security; the charge for security is \$20 per hour. Any group requiring a police officer in uniform will be charged \$40 per hour in addition to the \$20 per hour for a regular security guard.

All functions must end no later than 11:30 p.m. All banquet rooms must be vacated by 12:00 a.m.

The South Bend Elks Lodge #235 reserves the right to limit the noise volume in our banquet rooms.

The party representative will be responsible for the behavior and actions of their guests.

The South Bend Elks Lodge #235 reserves the right to refuse or cancel any booking at its sole discretion, that it considers inappropriate or inconsistent with the well being or reputation of the Lodge.

Any advertising prepared by the client using the South Bend Elks Lodge #235 name must have prior approval from the General Manager.

Hold Harmless Clause. The exhibitor assumes the entire responsibility and liability for losses, damages and claims of injury of damage to exhibitors, displays and equipment; also, any property brought onto the premises of the South Bend Elks Lodge #235. The party representative will hold harmless the agents, servants, and employees of the South Bend Elks Lodge #235 from any such losses, damages and claims. Material that require shipping after a function is completed must be arranged by the person responsible for the materials. The Lodge will not ship any materials C.O.D. or otherwise, nor will it be responsible for any material left by the client.

I have read and understand the above stated Banquet & Catering Information Booklet, and will adhere to the terms and conditions thereof.

Signature: _____ Today's Date: _____

Address: _____

General Manager: _____ Today's Date: _____

Group/Function Name: _____ Function Date: _____

Room to be used: _____

Deposit Paid: _____ Deposit Date: _____

Please take a moment to let us know how you learned about us.

Sign out front Newspaper ad Word of mouth

Other _____

What are the Elks?

The Elks are a nation wide organization of over 1.5 million Americans with local chapters in more than 2,300 locations throughout the country. While it is primarily a social club, the Elks donate over \$80,000,000 annually for charitable, welfare, and patriotic programs. Elks youth activities reach more than 5 million boys and girls throughout America in all types of recreational and leadership programs, and the Elks National Foundation annually donates \$2.96 million each year for college scholarships, second only to the United States government!!

All this doesn't mean there isn't any fun to becoming an Elks member though. Parties and dances are scheduled monthly and costs are far below what might be expected from the private sector. Elk members are welcomed with open arms (and usually a free drink) at any of the 2,300 lodges nationally. The Elks are very much a social club, for the entire family, with special facilities and programs for family entertainment and recreation. Come on in, check us out, and be prepared to make some great, new, lifetime friends.

History of the Elks

The Order of Elks was formally organized on February 16, 1868 in New York City. A small group of actors, who had been calling themselves "The Jolly Corks" decided upon a change in name and the adoption of a more permanent and serious policy, rather than their Bohemian beginnings. This led to the establishment of the "Benevolent and Protective Order of Elks" with declared purposes of Charity, Justice, Brotherly Love, and Fidelity.

Despite this rather grave and formal sounding name, the Elks have remained very much a social club, promoting welfare and happiness of its members. Good fellowship has not been forgotten, at least not at the Elks, even in the times we live in today.

How do I Become a Member?

Potential members are typically sponsored by an existing member. The only requirement is that you must be at least 21 years of age. Elk members are from all walks of life, from bank presidents to bartenders. If you don't think you know one, you're probably wrong—just ask around—you'd be surprised! As a member, you'll have all benefits our club has to offer including the swimming pool and much, much more. Contact our office for more details at (574) 233-1139.