

# BANQUET POLICIES AND PROCEDURES

## ROOM RENTAL/SETUP

The room rental fee of \$350.00 ( Ridgeview) or \$200.00 ( Sunrise or Sunset) or \$100.00 (Bear Den) fee will be waived if a minimum of \$500.00 per day in food and/or beverage is ordered. An automatic \$200.00 set-up/clean-up fee will be assessed for all weddings. Should you wish to do a combination indoor and outdoor event, an additional \$200.00 fee will be assessed. In the event a function falls on a holiday or special event day, as determined by the Grand Ely Lodge, the room rental fee will automatically be assessed.

## MEETING ROOM ASSIGNMENT

We request that you discuss your specific room set-up requirements with the Catering Department when finalizing the details for your event. If the resort does not receive set-up requirements, the staff will set-up the room as we deem appropriate. If you should decide to change these specifications after the function is set-up, a \$50.00 fee will be added to your final bill. The Grand Ely Lodge reserves the right to make room assignment based on the final count.

## DECORATING

Please discuss your decorating plans and options with the Catering Department. The Grand Ely Lodge provides a limited selection of items for decorating at no charge. When decorating yourself, you may come in 2 hours prior to the event if approval has been obtained. If you would like to supply your own decorations, the Grand Ely Lodge can decorate for you (limited to table décor), but they must be here 24 hours in advance of the event.

## MENU SELECTION

Menu selections are required two weeks prior to the event. No food or beverage is permitted to be brought in by the guests. The ONLY EXCEPTION would be special "theme" baked goods, such as wedding cakes. Please contact our Catering Department for prior approval. Menu prices are subject to change, and are guaranteed up to 30 days prior to the event.

## GUARANTEES

A final count of the attendance of any catering function must be received 4 days in advance of your function date. If the attendance falls below the guaranteed number, the customer will be charged for the guaranteed amount. The resort will set and prepare for 5% over the guaranteed number.

## LEFT OVER FOOD

All food items must be supplied and prepared for by the Grand Ely Lodge. Health Department regulations prohibit the Grand Ely Lodge from allowing leftover food or beverages out of the function area.

## BARTENDER FEE

There will be a \$100.00 bartender fee if you have less than \$150.00 in liquor sales.

## SERVICE CHARGE AND SALES TAX

A standard 17% service charge will apply to all food, beverage and liquor items. A 6.5% sales tax will be added to all food, beverage and service charges, as well as a 9% tax on liquor sales as required by law. The management has a right to distribute the service charge as they see appropriate.

## SMOKING POLICY

The Grand Ely Lodge is a smoke-free environment with the exception of a limited number of guest rooms.

## ENTERTAINMENT

The banquet facilities can accommodate entertainment and a 15 x 21 dance floor. **All entertainment requires that the client must book and guarantee 16 pre-assigned rooms x two nights or a total of 32 rooms in the entertainment area.** If you fall below the minimum 16 guarantee rooms the client will be billed as per the room contract. All entertainment must end by 12:00 Midnight. **A "Room Contract" will be required along with an additional deposit.**

## SAFETY/LIABILITY

The Grand Ely Lodge reserves the right to inspect and control all private parties, bands, meetings and receptions being held on the premises. If alcohol is served, it is imperative that the contact person for the function be available for any questions or concerns that may come up.

## CLEANUP/DAMAGE

The resort reserves the right to charge a fee if there is any damage to the room or if any extra clean-up is necessary such as use of glitter, confetti or other items that stick to linens and carpet. A minimum of \$100.00 will be assessed to your bill. The final bill is determined by the Grand Ely Lodge.

## CANCELLATION POLICY

Must be received 60 days prior to the event date or the deposit will be automatically forfeited. Any cancellations received within four days of the event will be charged 100% of the room charge, food costs, specialty items and the entire amount of your deposit.

## DEPOSIT AND PAYMENT INFORMATION

A \$500.00 deposit is due along with the signed contract. The deposit is applied towards your total bill. If this deposit is not received by contact due date, the room space will be released. Final payment must be made in full the day of the event. **ALL CONTRACTS REQUIRE A VALID MAJOR CREDIT CARD ON FILE or an ESTABLISHED DIRECT BILL ACCOUNT.**

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