

## Waterford Estates Lodge Lansing Meeting Policies

### Function Space:

Waterford Estates Lodge Lansing reserves the right to adjust the room assignment based on actual numbers. All rooms must be vacated promptly at scheduled time as indicated on the banquet event order. A request to change the contracted set-up of a meeting room (once the room has been set) will result in a reset fee.

### Food and Beverage Service:

Waterford Estates Lodge Lansing must supply all food and beverage. No food is permitted to be brought into banquet areas at Waterford Lodge Suites Lansing. No food prepared and served by Waterford Lodge Suites Lansing is permitted to leave the premises. Alcoholic beverages must stay within licensed areas.

### Pricing:

A service charge of 20% and the Michigan State sales tax will be added to all food and beverage prices quoted. Prices may be subject to change per market fluctuation with notification.

### Guarantee Policy:

A minimum guarantee of attendance must be received 10 full days prior to the event. For events held on a weekend, the guarantee is due by 12:00pm on the Friday of the week prior. This is the minimum number for which you will be charged. Only increases, within 10% will be accepted after the guarantee, and are required 72 hours prior to the event. Waterford Estates Lodge Lansing will provide food for 5% above, to a maximum of 10 people, the designated guaranteed count. Should attendance exceed the appropriate percentage, the cost of the additional meals will increase by an amount to be determined by the hotel, but not to exceed 50%.

### Payment Policy:

Waterford Estates Lodge Lansing requires that a valid credit card and/or full payment be made 7 business days prior to your function unless credit has been established in advance of the function. Credit application must be approved two weeks prior to the function date.

Payment is due 48 hours in advance for all events and will be based on the guarantee. A valid credit card is required to be on file for any remaining balance.

Payments for a Monday or Tuesday function must be received by 12:00 noon on the preceding Thursday.

### Cancellation Policy:

Should it be necessary to cancel your function less than 30 business days prior to your arrival a cancellation fee in the amount of your current room rental will be assessed and billed to the form of payment on file.

Should it be necessary to cancel your function less than 3 business days prior to your arrival, the Waterford Estates Lodge Lansing will bill your company for the cancellation fee and any food, audiovisual, or set up fees that your group would have accrued.

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

### Banquet Room Liability:

Waterford Estates Lodge Lansing reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. Labor charges will apply to functions if more than standard clean up is required at the close of the function. Decorations, posters, signs or banners may not be hung without prior approval and coordination from Waterford Estates Lodge Lansing.

### Liability:

Waterford Estates Lodge Lansing cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following any event.

### Substitution:

Substitutions may be made for dietary or religious purposes as long as the number of substitute entrees number less than 10% of the guarantee. Any substitute entrees must be confirmed at time of guarantee or an additional charge for the dietary entrée, as well as the ordered entrée, will be assessed.

If multiple entrée selections are ordered, a \$2.00 per person charge will be assessed for each additional selection, as menu pricing states. If two entrees of differing prices are chosen, the highest charge will apply to all entrees, as well as the additional \$2.00 per person charge. Waterford Estates Lodge Lansing limits entrée selections to three entrée choices per group, including a vegetarian as a choice. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any change of entrée at the time of the event will be charged in addition to the entrees guaranteed and prepared. The client will be responsible for providing nametags or place cards that indicate entrée selections.

### Audio-Visual Equipment:

Audio-visual equipment can be ordered and provided by the Waterford Estates Lodge Lansing at the current rental prices. Replacement fees will be assessed if the equipment has been damaged or lost.

Any audio-visual equipment provided by the client will be the sole responsibility of the client including setup and operation. The hotel is not responsible for any equipment obtained through an outside vendor.

Should you need to order any equipment, please let the hotel know as soon as possible as the equipment may need to be ordered in advance.

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing Breakfast and Beverage Breaks

## Traditional Breakfast Buffet

Fresh Fruit Juice                      Assorted Cold Cereals  
 Assorted Breakfast Pastries        Scrambled Eggs  
 Bacon or Sausage                      Breakfast Potatoes  
 Signature Blueberry French Toast  
 Coffee, Decaf Coffee, Hot Tea, Milk  
 \$14.00 per person  
 Available for parties of 15 or more

## Continental Breakfast Buffet

Fresh Fruit Juice                      Assorted Cold Cereals  
 Assorted Breakfast Pastries        Seasonal Whole Fresh Fruit  
 Coffee, Decaf Coffee, Hot Tea, Milk  
 \$8.00 per person

## Break Items

Coffee	\$24.00 gallon	Danish & Pastries	\$20.00 dozen
Hot Tea	\$15.00 gallon	Cinnamon rolls	\$20.00 dozen
2% Milk	\$15.00 gallon	Muffins	\$20.00 dozen
Fruit Juice	\$15.00 gallon	Bagels	\$20.00 dozen
Lemonade	\$15.00 gallon	Yogurt – Plain or Fruit	\$2.00 each
Iced Tea	\$15.00 gallon	Potato Chips or Pretzels	\$6.00 32 oz bowl
Cans of Soda	\$1.50 each	Assorted Cookies	\$12.00 dozen
Bottled Water	\$1.50 each	Brownies	\$12.00 dozen

All prices subject to 20% service charge and 6% sales tax  
 Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing Lunch Buffets

## Hearty Sandwich, Soup and Salad Buffet

Monty Crisco Sandwich      Soup of the Day  
Garden Salad      Assorted Cookies and Brownies  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$13.00 per person

## Deli Buffet

Roast Beef, Turkey & Ham Deli Meats      American, Swiss & Provolone Cheeses  
Lettuce, Tomato, Onion & Pickles      Assorted Condiments  
Pasta Salad or Potato Salad      Assorted Cookies and Brownies  
Seasonal Fruit Salad      Soup of the Day  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$15.00 per person

## Chicken Caesar Salad

Crisp Romaine Lettuce, Grilled Chicken Breast, and Croutons  
Tossed with Parmesan Cheese and Caesar Dressing  
\$15.00 per person

## A Taste of Italy

Classic or Vegetarian Lasagna      Spinach Ravioli  
Chicken Marsala      Green Bean Medley  
Caesar Salad      Garlic Bread Sticks  
Assorted Mini Cheesecakes  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$17.00 per person

## Southern Barbecue

Barbecue Chicken      Smoked Beef Brisket  
Corn on the cob      Roasted Redskin Potatoes  
Cole Slaw      Peach Cobbler  
Caesar Salad      Corn Bread  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$17.00 per person

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing Plated Lunch

## Boxed Lunch

Ham, Turkey, Roast Beef or Vegetarian Wrap  
Assorted Chips                      Assorted Cookies  
Whole Fresh Fruit                      Assorted Sodas  
\$9.00 per person

## London Broil

London Broil with a Sherry Mushroom Demi Glaze served over House Mashed Potatoes  
Fresh Vegetables      Garden Salad      Rolls and Butter  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$20.00 per person

## Seared Salmon

Lemon Crusted Seared Salmon Filet served with Wild Rice Pilaf  
Fresh Vegetables      Garden Salad      Rolls and Butter  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$20.00 per person

## Balsamic Roasted Chicken Breast

Slow Roasted Chicken Breast Kissed with Balsamic Vinegar served with Parsley Potatoes  
Fresh Vegetables      Garden Salad      Rolls and Butter  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$17.00 per person

## Maple Pork Loin

Slices of Maple Roasted Pork Loin, Slow Roasted served with Herb-Garlic Roasted Potatoes  
Fresh Vegetables      Garden Salad      Rolls and Butter  
Coffee, Decaf Coffee, Hot Tea      Iced Tea or Lemonade  
\$18.00 per person

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing

## Hors d'Oeuvres Selection

Selections below are priced per fifty pieces.

### Cold Hors d'euvres

International and Domestic Cheese Board served with crackers	\$125.00
Cascading Fruit Display	\$100.00
Herbed Cream Cheese Stuffed Vegetables	\$75.00
Shrimp wrapped in bacon – Apricot or Barbeque	\$150.00
Smoked Atlantic Salmon Platter	\$125.00
Prosciutto Wrapped Melon	\$50.00
Roasted Pepper & Artichoke Topenade	\$75.00
Marinated Sliced Beef Tenderloin served with horse radish and mustard	\$175.00
Chilled Crab Claws	Market
Jumbo Golf Shrimp served with cocktail sauce and lemon	Market
Chocolate Dipped Strawberries	\$75.00
Assorted Mini-Cheesecakes	\$60.00

### Hot Hors d'euvres

Meatballs Swedish, Barbecue, or Sweet & Sour	\$75.00
Shrimp Scampi	\$150.00
Sugar Bacon-Wrapped Sausage	\$75.00
Bacon Wrapped Scallop	\$150.00
Stuffed Mushrooms	\$50.00
Pear and Brie in Phyllo	\$100.00
Grilled Vegetables in Phyllo served with a red pepper sauce	\$75.00
Asparagus and Bleu Cheese in Phyllo	\$100.00
Spinach and Artichoke Dip served with flatbread crackers	\$100.00
Assorted Mini Quiche	\$75.00
Vegetable Spring Rolls	\$100.00

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

## Waterford Estates Lodge of Lansing Beverage Service

### **Hosted Consumption Beverage Service:**

You can select what types of beverages you would like to offer, and drinks are tallied throughout the evening.  
An estimated price will be pre-charged with the balance being due at departure.

#### **Hosted Consumption Bar Pricing:**

Bottled Domestic Beer:	\$3.50 per bottle
Bottled Premium Beer:	\$4.50 per bottle
House Brand Cocktails:	\$4.50 per drink
Premium Brand Cocktails:	\$5.50 per drink
Ultra Premium Brand Cocktails:	\$6.50 per drink
House Wines:	\$5.50 per glass

### **Cash Beverage Service:**

Your guests pay the bartender individually for their own beverages.

#### **Cash Bar Pricing:**

Bottled Domestic Beer:	\$4.00 per bottle
Bottled Premium Beer:	\$5.00 per bottle
House Brand Cocktails:	\$5.00 per drink
Premium Brand Cocktails:	\$6.00 per drink
Ultra Premium Brand Cocktails:	\$7.00 per drink
House Wines:	\$6.00 per glass

Keg's may be purchased by host, one keg serves approximately 160 glasses of beer.	
Domestic: Budweiser, Bud Light, Miller, Miller Light	\$225.00
Imported: Molson, Labatts, Heineken, Samuel Adams	\$250.00

### **Signature Drink Options:**

You can choose to serve a Signature Drink, such as Vodka and Cranberry, or Jack and Coke.

One gallon serves approximately 16 drinks.

House Brand Drinks \$70.00 per gallon

Premium Brand Drinks \$90.00 per gallon

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

## **Hosted Complete Beverage Service:**

For ease in planning we offer per person pricing for Complete Beverage Service. If you choose this option you will be assessed the per person amount for the guaranteed number of guests attending your event, excluding children under 12

### **Imported and Domestic Beer, House Wines, Soft Drinks & Juice:**

- One Hour \$8.00 per guest
- Two Hours \$12.00 per guest
- Three Hours \$17.00 per guest
- Four Hours \$20.00 per guest
- Five Hours \$24.00 per guest

Please note an additional \$200 fee is applied to five hour bar service.

### **House Brand Cocktails, Imported and Domestic Beer, House Wines, Soft Drinks & Juice:**

- One Hour \$10.00 per guest
- Two Hours \$17.00 per guest
- Three Hours \$22.00 per guest
- Four Hours \$26.00 per guest
- Five Hours \$30.00 per guest

Please note an additional \$200 fee is applied to five hour bar service.

### **Premium Brand Cocktails, Imported and Domestic Beer, House Wines, Soft Drinks & Juice:**

- One Hour \$11.00 per guest
- Two Hours \$19.00 per guest
- Three Hours \$24.00 per guest
- Four Hours \$28.00 per guest
- Five Hours \$32.00 per guest

Please note an additional \$200 fee is applied to five hour bar service.

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing

## Plated Dinner Selections

Entrée selection comes with one salad, one starch, one vegetable, and one dessert selection  
All selections come with rolls and butter, Coffee service and Iced Tea or Lemonade

### Entrees

Prime Rib of Beef with Au Jus	\$30.00 per person
6oz Filet Mignon	\$35.00 per person
Honey, Herb or Mustard Crusted Pork Loin	\$26.00 per person
Chicken Cordon Blue	\$27.00 per person
Dried Cherry Stuffed Chicken Breast	\$28.00 per person
Chicken Marsala	\$26.00 per person
Poached Salmon with Dill and Red Onion	\$30.00 per person

### Starchs

Garlic Mashed Potatoes	Oven Roasted Redskins
Au Gratin Potatoes	Twice Baked Potatoes
Parsley Buttered Potatoes	Rice Pilaf
Baked Potato with butter and Sour Cream	Macaroni & Cheese
Pasta Alfredo	Rigatoni Marinara

### Vegetables

Fresh Vegetable Medley	Savory Green Beans
Glazed Carrots	Grilled Squash
Green Bean Casserole	Parmesan Broccoli

### Salads

Fresh Garden Salad
Caesar Salad
Tomato, Mozzarella, Basil Salad
Fresh Fruit Salad
Dried Cherry and Slivered Almond Salad served with a Raspberry Vinaigrette
Tangy Pear and Blue Cheese Salad
Spinach and Strawberry Salad served with a Poppy Vinaigrette

### Desserts

Cheesecake – Plain or with Strawberries
Turtle Cheesecake
Fruit Pies
Tiramisu
Apple Almond Strudel
Carrot Cake
Double Chocolate Cake

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008

# Waterford Estates Lodge Lansing

## Dinner Buffet Selections

### Diamond Dinner Buffet

Two Entrees, Starch, Vegetable, and a Salad  
\$25.00 per person

### Crystal Dinner Buffet

Two Entrees, Two Starches, Two Vegetables, and Two Salads  
\$31.00 per person

### Waterford Dinner Buffet

Three Entrees, Two Starches, Two Vegetables, and Three Salads  
\$38.00 per person

### Entrees

Prime Rib of Beef – Please Add \$3.00 per person  
Italian or Bourbon Mushroom Roast Beef  
Honey, Herb or Mustard Crusted Pork Loin  
Oven Roasted Turkey Breast  
Honey Glazed Ham  
Chicken Cordon Blue  
Balsamic Roasted Chicken Breast  
Chicken Marsala  
Poached Salmon with Dill and Red Onion

### Starches

Garlic Mashed Potatoes	Oven Roasted Redskins
Au Gratin Potatoes	Twice Baked Potatoes
Parsley Buttered Potatoes	Rice Pilaf
Baked Potato with butter and Sour Cream	Macaroni & Cheese
Pasta Alfredo	Rigatoni Marinara

### Vegetables

Fresh Vegetable Medley	Savory Green Beans
Glazed Carrots	Grilled Squash
Green Bean Casserole	Parmesan Broccoli

### Salads

Fresh Garden Salad  
Caesar Salad  
Tomato, Mozzarella, Basil Salad  
Fresh Fruit Salad  
Dried Cherry and Slivered Almond Salad served with a Raspberry Vinaigrette  
Tangy Pear and Blue Cheese Salad  
Spinach and Strawberry Salad served with a Poppy Vinaigrette

All prices subject to 20% service charge and 6% sales tax  
Menu prices valid through December 31, 2008