

Waterford Estates Lodge Lansing

Wedding Reception 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.

Food and Beverage Service:

Waterford Estates Lodge Lansing must supply all food and beverage. With the exception of wedding cakes, 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%.

Deposit and Payment Policy:

Waterford Estates Lodge Lansing requires that a \$1,000 non-refundable deposit is to be made at the time of contract signing. 50% of the anticipated billing will be due two months prior to the date of the event with the remaining balance due 10 days prior to the event if paying by check and 72 hours in advance if paying by credit card. Any overpayment will be refunded by check or credit card. A valid credit card will be required to be on file at time of final payment, should any additional charges be incurred as a result of additions, increases in number of guests served, beverage consumption in excess of the estimate, or any other charges incurred.

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

Cancellation Policy:

Notice of cancellation must be received by Waterford Estates Lodge Lansing in writing six months in advance of the function. By signing the contract, you agree to pay a cancellation fee for the loss of business if the event is canceled less than six months in advance. The cancellation fee for events cancelled 120-180 days in advance shall equal 50% of the anticipated billing. If cancellation occurs 61-119 days prior to the event, a cancellation fee of 75% of the anticipated billing will apply. A cancellation which occurs 60 days or less from the date of the scheduled event will result in a cancellation fee of 100% of the anticipated billing. Any cancellation fees will be due and payable upon invoice. If another group utilizes the space, the cancellation fee may be pro-rated or waived as deemed appropriate by Waterford Estates Lodge Lansing.

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.


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Your 2007 Wedding Reception Package at The Waterford Estates Lodge Lansing Includes the Following:

- ♥♥ The newly remodeled ballroom, complete with three elegant chandeliers for your reception.
- ♥♥ Tables elegantly draped in your choice of linens, along with your choice of linen napkin colors.
- ♥♥ All non-alcoholic beverages served during your dinner service are included at no additional charge and complimentary coffee service is provided throughout the evening.
- ♥♥ Our elegant candlelit centerpieces for soft romantic lighting at each table.
- ♥♥ Professional banquet servers dressed in black and white attire.
- ♥♥ Free parking for up to 220 guests.
- ♥♥ Complimentary overnight accommodations in one of our suites for the bride and groom on your first night together complete with a chilled bottle of champagne and strawberries.
- ♥♥ Head table on risers tastefully decorated with white table skirting, icicle lights, and champagne glasses for a complimentary champagne toast for the head table.
- ♥♥ Cutting and serving of the cake will be provided by our experienced staff at no extra charge.

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Other Available Services

 Butler passed service for your hors d'oeuvres reception


- \$20.00/per hour/per server

 Elegant menu cards at each place setting


- \$0.50 per card

 Wooden Archway

- \$25.00

 Floor Length Linens in either White or Ivory

- \$5.00 per table

 Champagne Toast for all your guests

- \$3.00 per person

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Waterford Estates Lodge Lansing ● 3600 Dunckel Road, Lansing, Michigan 48910 ● 517.351.7600

Wedding Hors d'Oeuvres Selection

Included in all of our wedding menus are your choice of one hot and one cold hors d'oeuvre selection, along with a cascading display of fresh fruit and an international and domestic cheese tray.

Choose one selection from each category:

Cold Selections

Herbed Cream Cheese Stuffed Vegetables
Roasted Pepper & Artichoke Topenade
Prosciutto Wrapped Melon
Chocolate Dipped Strawberries
Assorted Mini-Cheesecakes

Hot Selections

Assorted Mini Quiche
Grilled Vegetables in Phyllo
Stuffed Mushrooms
Sugar Bacon-Wrapped Sausage
Meatballs Swedish, Barbecue, or Sweet & Sour

Waterford Lodge and Suites also offers several additional hors d'oeuvre selections that can be purchased. Selections below are priced per fifty pieces.

Additional Hot Hors d'oeuvres

Shrimp Scampi \$150
Bacon Wrapped Scallop \$150
Pear and Brie in Phyllo \$100
Asparagus and Bleu Cheese in Phyllo \$100
Spinach and Artichoke Dip \$100
Vegetable Spring Rolls \$100

Additional Cold Hors d'oeuvres

Shrimp wrapped in bacon ~ Apricot or Barbeque \$150
Smoked Atlantic Salmon Platter \$125
Marinated Sliced Beef Tenderloin \$175
Chilled Crab Claws Market
Jumbo Golf Shrimp Market

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Waterford Estates Lodge Lansing

Wedding Plated Dinner Packages

All plated dinners are accompanied by warm rolls and whipped butter with a choice of vegetable, starch, and salad.

Grilled Herb Chicken Breast

Marinated in Garlic and Oils then Grilled and Brushed with Herbs and Spices

\$30.00 per person

Dried Cherry Stuffed Chicken Breast

Lightly breaded and pan seared in a cast iron skillet, finished with a rich chardonnay reduction

\$30.00 per person

Prime Rib of Beef

Chef carved prime rib of beef, seasoned, dry rubbed and slow roasted, served with demi glaze and horseradish sauce

\$45.00 per person

Filet Mignon

Beef filet mignon brushed with seasonings and grilled to perfection, laced with demi glaze

\$50.00 per person

Salmon Supreme

Salmon topped with chef's cream sauce, with tomatoes and onions

\$40.00 per person

Filet and Shrimp

Filet Mignon grilled, resting atop a fan of poached jumbo shrimp

\$58.00 per person

Starchs

Garlic Mashed Potatoes

Twice Baked Potatoes

Oven Roasted Redskins

Baked Potato with butter and Sour Cream

Parsley Buttered Potatoes

Rice Pilaf

Vegetables

Fresh Vegetable Medley

Savory Green Beans

Glazed Carrots

Salads

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

Caesar Salad

Fresh Garden Salad

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Children's Package

Based upon your package price children between the ages of 6 and 12 eat half price, and children under 5 eat free.
They may eat your option, or you may order from the selection below for them to eat (served meals only).

Chicken Strips

Served with French Fries, Fruit Salad, and Ranch or Barbeque

Grilled Cheese Sandwich

White Bread and Cheddar Cheese served with Fries, Pickle and Fruit Salad

Macaroni and Cheese

Made with American and Cheddar Cheeses served with garlic bread, and Fruit Salad

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Waterford Estates Lodge Lansing Wedding Dinner Buffet Packages

Italian Buffet Package

Chicken Marsala or Italian Beef
Cheese Tortellini or Spinach Ravioli
Italian roasted Vegetables or Sicilian Carrots
Caesar Salad or Italian Wedding Soup
Anti Pasto Salad or Tomato, Mozzarella, Basil Salad
Garlic Bread or Bread Sticks
\$35.00 per person

All American Buffet Package

Bourbon Mushroom Roast Beef
Balsamic Roasted Chicken Breast or Chicken Cordon Blue
Parsley Buttered Potatoes or Garlic Mashed Potatoes
Fresh Vegetable Medley or Parmesan Broccoli
Fresh Garden Salad
Fresh Fruit Salad
Rolls and Butter
\$40.00 per person

Prime Rib Buffet Package

Chef Carved & Served Prime Rib at a Carving Station
Balsamic Roasted Chicken, or Herb Roasted Pork Loin
Twice Baked Potatoes or Au Gratin Potatoes
Green Bean Casserole or Glazed Carrots
Tangy Pear and Blue Cheese Salad or
Dried Cherry and Slivered Almond Salad served with a Raspberry Vinaigrette
\$50.00 per person

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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

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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.

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Rehearsal Dinner Packages:

All packages can be plated and served or "family style" and include Coffee, Hot Tea, Sodas, and Iced Tea or Lemonade; your choice of Carrot Cake with Cream-cheese frosting or New York Style Cheese-cake; and a Bride and Groom Toast, with a drink of beer, wine, champagne, or a shot, for each person, as chosen by the Bride and Groom (up to two options). Please add \$2.00 per meal for two entrée choices.

An Eve In Italy

Lasagna (Classic or Vegetarian)

Green Beans Almandine

Garlic Bread

Caesar Salad

\$30.00 per person

Steak Feast

6oz House Cut Filet

Twice Baked Potatoes

Honey Glazed Carrots

Tangy Pear and Blue Cheese Salad

\$35.00 per person

Under the Sea

Poached Salmon served with a dill and red onion sauce

Herb Roasted Redskin Potatoes

California Vegetable Medley

Spinach and Strawberry Salad served with a Poppy Vinaigrette

\$32.00 per person

A Taste of Michigan

Dried Cherry Stuffed Chicken Breast

Garlic Mashed Potatoes

Seasonal Vegetables

Dried Cherry and Slivered Almond Salad served with a Raspberry Vinaigrette

\$35.00/guest

Room rental cost is \$200, waived when you hold your wedding reception here the following evening.

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The Morning After Brunch Package

For your convenience we will transfer your gifts from your reception to a secure meeting room after your reception. We will include a notepad and pen to help you document your gift receiving.

Crystal Brunch Package

Basket of fresh baked muffins and fruit breads

Seasonal fruit salad served in a watermelon

An assortment of cold cereals

Your choice of bacon or sausage

Four-cheese Spinach Quiche

Fresh Juice and Hot Coffee and Tea

\$14.00 per person

Waterford Brunch Package

Basket of fresh baked muffins and fruit breads

Seasonal fruit salad served in a watermelon

An assortment of cold cereals

Your choice of bacon or sausage

Four-cheese Spinach Quiche

Smoked Salmon Platter

Spinach and Strawberry Salad

Signature Blueberry French Toast

Herb Roasted Redskin Potatoes

Fresh Juice and Hot Coffee and Tea

\$23.00 per person

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