

HS LORDSHIPS RESTAURANT

GENERAL INFORMATION

BANQUET ROOM TIMES

Breakfast: 7:30AM – 9:30AM • Lunch: 10:30AM - 3:30PM • Dinner: 6:30PM – 12:00AM

FOOD

Menu prices are per person unless otherwise stated and 50 or more guests are required for a private buffet. Meal counts are due 14 days in advance and number of substitutions must be determined three days prior. The alternate entree may not exceed 10% of the final guest guarantee. State sales taxes and service charges are not included in our menu prices and will be added to all menu items. There is a \$1.00++ per person cake cutting fee if cake provided by guest.

BEVERAGES

The restaurant must provide all beverages. Bar and Wine List available upon request.

LINEN

Linen selections can be provided by restaurant. The catering office must be notified at least one week prior to function of change to linen colors specified in contract. A release must be signed stating the restaurant is not liable for any loss or damage if linen provided by guest. Linen must be delivered 24 hours prior to function.

RULES

1. All prices are subject to change. Prices can only be guaranteed 6 months in advance.
2. All food and beverage prices are subject to a service charge and current sales tax.
3. No food or beverage is permitted from outside.
4. The expected attendance must be specified at the time of reservation. The attendance must be definitely specified 14 days prior to function. The number you provide will be considered a guarantee, not subject to reduction, for which you will be charged, even if less attend.
 - a) If catering office is not advised, the expected figure will automatically become your guarantee, and charges will be made accordingly.
 - b) We will set-up seating and prepare the food 5% over guarantee.
5. Under no circumstances are guests permitted to take food or beverage off premises.
6. The restaurant is not responsible for the damage or loss of any merchandise or articles left on premises before, during or after the event.
7. Any repair cost or replacement cost due to damages will be assumed by guest.
8. Events closing after scheduled end time will be subject to management's cost per half hour labor charge.
9. Vendors must provide own equipment and may arrive no earlier than one hour prior to guest arrival time.

SECURITY

The restaurant reserves the right to obtain security for social functions at the guests cost. One guard for each 100 guests. Management reserves the right to inspect room at any time. Security must be used for any school functions such as proms, winter balls and fraternity/sorority events.

DEPOSITS

Deposits are required upon confirmation of reservations and will be deducted from the final balance due. The deposit is non-refundable or transferable. The amount of deposit is based on the room you reserve.

PAYMENT

Final payment is required 14 days prior to function in the form of cash, major credit card, cashier's check or money order. Any balance owing is due at conclusion of function, unless other arrangements have been made with the catering office prior to function.