



PRIVATE PARTIES

2008

2339 State Route 43
Averill Park, New York
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www.TheCrookedLakeHouse.com

Banquets@TheCrookedLakeHouse.com

CROOKED LAKE HOUSE BANQUET GENERAL INFORMATION

MENU SELECTION

Although we have provided menu suggestions, we are happy to consult with you about other menu ideas. We will make every effort to meet any special diet requirements.

All final menu selections must be confirmed at least four weeks before the event, unless other arrangements have been agreed upon. Any changes made after that date will be accommodated if possible.

You will be asked to keep us apprised of any changes in the number of expected guests. A final count of the number of guests is required two weeks prior to the event. You will be charged for the guaranteed number or the actual number of guests, whichever is greater. It is essential that we receive an accurate number of expected attendees in order to assure that food and staffing are sufficient for your party.

For plated menus with more than one entrée selection, we require a count for each entrée two weeks prior to date of event. On the day of the event, the host is responsible for identifying each guest's entrée selection with a place card or other marker.

The option of ordering from the restaurant's Children's Menu is available for patrons under the age of twelve.

An additional fee may be charged in order to accommodate late requests or changes in the count.

BEVERAGES

We can set up a bar for your event on either a cash or hosted basis, or a combination of both. We will be happy to discuss alcohol choices, including top, call or pour level alcohol, as well as martini menus, special drink menus, wine choices (including champagnes), cordials, and specialty coffee drinks.

TIME

Most often, events are scheduled for five hours. Events are scheduled from 12 noon to 5:00 p.m., or from 7:00 p.m. to 12 midnight. Other hours may be possible for informal lunches, brunches, or corporate meetings, especially during the week.

GUARANTIES AND PAYMENT SCHEDULE

Your reservation is confirmed upon receipt of a non-refundable payment (first deposit), the amount of which is approximately equal to 25% of the estimated subtotal of your event. This subtotal is based on the minimum guaranteed number of persons, exclusive of tax and 19% service fee. The contract will confirm the receipt of this payment.

A date will then be set for payment of an amount equal to 50% of the remaining estimated subtotal (second deposit) for your event. In the event of a cancellation, this second deposit is refundable only if we are able to book another client for that date.

The remaining 25% of the estimated subtotal (third deposit) will be due two weeks before your event. The final bill, which includes the service fee and tax, as well as any additional costs per person, bar charges, or other incurred expenses, must be paid at the conclusion of your event. Menu prices are subject to change. However, menu prices on a signed contract are guaranteed.

The room in which your party will be held will be guaranteed only for the following minimum number of guests:

Ballroom - 150
Great Room - 50
Small Banquet Rooms - 20 to 25

The Crooked Lake House (CLH) reserves the right to move the location of your party to a different room within our facilities if the minimum requirements have not been met or prepaid.

POLICIES

All food and beverage is provided exclusively by the CLH. No food or beverage may be brought into the CLH unless agreed upon by the CLH.

For liability reasons, no leftover food or beverage may be removed from our premises.

Linens and table candles are provided at no extra charge, unless you choose to have specialty items.

If applicable, a seating plan or chart must be given to the CLH one week before your event. It should define the number of persons for the head table and each table for the guests. In general, eight persons are seated at each round table. In addition, any additional items, such as name cards for seating assignments, special glasses for toasting, personalized cake knives, etc., should be provided at this time as well.

Table decorations and/or bouquets should be delivered to the CLH two to five hours before the event. No decorations of any kind may be affixed to the walls or ceiling of the CLH without prior written consent. It is expected that anything brought into the facility for your event will also be removed at the conclusion of the engagement.

Please discuss with us any plans you have for music or entertainment. There may be limitations on amplified music depending on the location of your event.

Children must be accompanied by an adult at all times.

Children twelve and older will be charged as an adult (excepting any charge for alcohol).

