



Policies & Procedures

Updated February 2010

Definition of Facilities:

Lockett Lodge – Name of the Entire Property	The Lodge – Main Lodge w/overnight accommodations
The Hall – Banquet Facility	The Chapel – Lockett Chapel
The Grounds – Grounds of Lockett Property	Under the Oaks – Under the Oaks

Reservation Booking Fee / Security Deposit A **non-refundable** \$1,000.00 reservation booking fee, paid by check, is required to reserve a weekday at Lockett Lodge and **\$2,500.00 reservation booking fee is required to reserve a Saturday or ANY date in December.** NO date will be held until this reservation fee is paid. **If your event is cancelled, your booking fee will be forfeited.**

Security Deposit – \$500.00 of the reservation booking fee will be held as a security deposit and the remainder of the booking fee payment goes towards the balance. Should there be any infractions to our policies and procedures, excessive cleanup or damage to our property, portions of this fee will be deducted to cover costs. Should there be no excessive cleanup or damage, this fee will be returned to you within approximately 2 weeks following your event.

Payment Schedule Within 60 days of booking your event and determining a menu, we require a 30% payment towards the total bill. When applicable, payment for **LODGE ONLY** rentals are due in full at the time of booking and are non refundable. VIP GRAND EVENTS, Inc. reserves the right to increase our prices as we deem necessary to cover price increases that we incur from our vendors. **All charges and services must be paid in full 5 days prior to the event. We accept payment by cash, check or credit card. Credit card payments by phone will be charged a 3% fee.**

Management VIP GRAND EVENTS, Inc. is the Management and Catering Company for Lockett Lodge. VIP GRAND EVENTS, Inc. retains and does not relinquish the right to issue and enforce such rules and regulations and directives as it may deem necessary for the safe, orderly and commercially sound operation of the facility. The VIP GRAND EVENTS, Inc. employees and agents may enter and have access to the areas furnished hereunder at any time, and authorized personnel may enter at reasonable times necessary to the performance of their duties. VIP GRAND EVENTS, Inc. reserves the right to eject any objectionable person or persons from the premises, and upon the exercise of this authority by VIP GRAND EVENTS, Inc., its agents or security guards, the client, on behalf of itself, its agents and employees, hereby waives any rights and all claims for damages against VIP Grand Events, Inc arising from such occurrences. The client agrees that it will not allow any person at, in or about the facilities who shall, upon reasonable non-discriminatory grounds, be objected to by VIP GRAND EVENTS, Inc. Such person's right to use the facilities and the Lockett Lodge premises may be revoked by VIP GRAND EVENTS, Inc. **Unless otherwise specified in writing, VIP GRAND EVENTS, Inc. reserves the right to schedule other events similar to and contemporaneous with that of the client user both before and after the date (and potentially during your event in the adjacent building) of this Agreement without notice to the client user.**

Smoking All buildings at Lockett Lodge are smoke free. Designated smoking areas with extinguishing containers must be used for smoking. Guests are expected to use these containers and excessive removal of cigarette butts from flowerbeds and lawn will result in a deduction of \$100.00 from your security deposit.

Catering VIP GRAND EVENTS, Inc. is the exclusive caterer for Lockett Lodge. No food, **other than specialty cakes**, is allowed to be brought to Lockett Lodge. Cake baking is considered food service and all vendors must follow state and federal laws pertaining to food service and must be licensed. The only exception is personal food and beverage in The Lodge provided for guests who are staying overnight. **No food provided by VIP GRAND EVENTS, Inc. will be taken from Lockett Lodge following your event, with the exception of food packaged by VIP GRAND EVENTS for the bride and groom following a wedding reception.**

Menus A proposed menu must be selected within 60 days of booking the event. Following menu selection, VIP GRAND EVENTS, Inc will provide the client with a full written proposal with all costs for your event. All menus must be finalized and confirmed no later than 2 weeks prior to your event.

Final Guest Count A final count of your guests attending your event is required no later than **5 days** prior to your event. After you have given your final count, the number may not be decreased. Should you need to increase the number of guests, please do so as soon as possible. There will be a count taken of guests as they arrive for your event. VIP GRAND EVENTS will prepare food for guest overage of 5% over the final guest count given. The client will be responsible for full payment of any overage of guests. We require a credit card to ensure that any overages will be paid in a timely manner. Should you have an overage of guests we will send an updated invoice and expect payment within 10 days. Should this invoice not be paid in a timely manner, we will post the charges + 3% to your credit card to cover the overage.

Rental of The Hall

Full Day rental of The Hall includes a 4 hour staffed event and allows access beginning 4 hours prior to the scheduled start of your event for setup and 30 minutes of breakdown time.

Half Day rental of The Hall shall begin at 8:00am and end at 4:00pm or begin after 5:00pm and end by 11:00pm.

The Hall will be open to your guests 30 minutes prior to the event time and will be closed 30 minutes following the event time.

Events that exceed rental time will be billed at \$150.00 per hour.

Rental of Lockett Hall includes:

Buffet Meals: 1 table and tablecloth per 8 Guests. 1 buffet with cloths and skirting per 150 Guests. (up to 25 tables)

Seated Meals: 1 table and tablecloth per 8 Guests.

Receptions: 1 table and tablecloth per 20 guests, 1 buffet with cloths and skirting per 200 Guests & 1 punch station.

Any additional tables for seating inside & outside, buffet tables, cake or gift tables required will be at an additional charge.

Event Planning After your initial booking consultation we provide 2 hours of complimentary event planning service with one of our event planning professionals in order to plan your catered event. We will be happy to advise you on current trends, setup suggestions, assist in menu creation, determine flow of service, answer your questions and more during these 2 hours. We will gladly provide more time for you if needed. Any additional time or meetings required for planning your event will be billed at \$75.00 per hour and will be added to your final bill

Head Table We are happy to provide a head table for your event. If the head table is included in the table count provided, there will be no additional charge for setup. If head table is in addition to the tables provided, charges will be determined according to needs and requirements. For a reception or buffet meal, head table **service** is available for an additional charge and will be determined according to needs and requirements.

Rental Equipment Rental equipment such as tables, chairs, specialty linen and tents must be contracted through VIP GRAND EVENTS, Inc. Any other rental equipment must be pre-approved by management.

EVENT RENTAL DETAILS Lockett Lodge accepts no responsibility for personal injury, damage or loss of personal items during rental of Lockett Lodge Facilities. Children must be attended at all times while at Lockett Lodge. We accept no responsibility for items left at the Lodge after an event is completed.

Decorations and Vendors Vendors, such as photographers, decorators, florists, cake bakers, bands and DJs are allowed into the facility no earlier than your reserved time unless pre-arranged by management. This allows for Lockett Lodge to be cleaned and set up for your event prior to vendor arrival. Florists and cake decorators may use The Hall to finish their pieces. They are required to place a drop cloth beneath their work area and are expected to leave the facility in the same condition in which it was found. Any excessive cleanup required following their installation or pickup will result in a deduction of \$100.00 from your security deposit. **Lockett Lodge does not allow glitter, confetti, streamers, silly string, tacks, nails, staples or tape on any surfaces.** For departure of the bride and groom, the following items may be thrown OUTSIDE ONLY: bird seed, natural flower petals, sparklers or bubbles. Mounted animals and displays may not be touched, covered or moved. All decorations and flowers must be removed from the facilities at the end of the function unless other arrangements are made with management. Any damage or excessive cleanup of flowers or failure to remove all decorations following an event will result in a charge of \$100.00 from your security deposit.

Taper candles are not allowed.

Rental of The Lodge shall begin at 2:00 pm and must be vacated no later than 10:00 am on the day of checkout. (Unless prearranged with management) Lockett Lodge accepts no responsibility for personal injury, damage or loss of personal items during rental of The Lodge. We encourage that all bedroom doors and the entry doors be locked if there is an event in the Lodge or the Hall. Children must be attended at all times while at Lockett Lodge. Absolutely no child is allowed in the hot tub in The Lodge. No more than 2 people allowed in the hot tub at a time. Fishing is allowed in the Lake. **ABSOLUTLY NO UNSUPERVISED USE OF FIREARMS ALLOWED WHEN RENTING THE LODGE.** All customers of the Sporting Clays Range must check in with the Clay staff and may use firearms on CLAY COURSE when approved for shooting. Any excessive cleanup required or failure to follow check out instructions will result in a deduction from your security deposit determined by needs.

Rental of Lockett Lodge for an event does not include setup of tables and chairs for seating or buffets. Rental time will be specified in Event Proposal and charges will be determined according to needs and requirements.

Service All events held on our property must be managed and staffed by VIP GRAND EVENTS. This includes gatherings in **The Lodge** for any events of more than 12 overnight guests. Staffing will be determined by VIP GRAND EVENTS management.

Wedding Cake Service (Required if cakes are brought in) Includes tables for cakes with cloths and skirts, silver cake plateaus, cake cutting service, silver cake servers, toasting flutes, champagne bucket, 1 gift table and 2 extra tables for seating.

Head Table We are happy to provide a head table for your event. If the head table is included in the table count provided, there will be no additional charge for setup. If head table is in addition to the tables provided, charges will be determined according to needs and requirements. For a reception or buffet meal, head table **service** is available for an additional charge and will be determined according to needs and requirements.

The Chapel, Grounds or Under the Oaks are for weddings, meetings, funerals and other gatherings that require theatre seating. Rental of the space on the day of a wedding begins 4 hours prior to the start of event. Includes use for a wedding rehearsal on the day prior to the wedding and must be scheduled around any other events happening on property on that date. No food or beverage is allowed inside The Chapel. Personal or decorative items left following an event are not the responsibility of Lockett Lodge.

Nothing is allowed to be tacked, nailed, stapled or taped to any surface in The Chapel, Bridge, Arbors or Under the Oaks. All candles must be drip-less. **Taper candles are not allowed.** For departure of the bride and groom, the following items may be thrown OUTSIDE ONLY: bird seed, natural rose petals or bubbles. All flowers and decorations must be removed following your event unless other arrangements are made with management. Florists may finish their pieces onsite. They are required to place a drop cloth beneath their work area and are expected to leave the facility in the same condition in which it was found. Any excessive cleanup required following their installation or pickup will result in a charge of \$100.00 from your security deposit. It is the client's responsibility to relay this policy to their florist.

Rental and Catering Prices available upon request!