

Receptions

Campbell's Resort and Conference Center will provide the following items and services with a scheduled meal function and \$900 minimum room rental.

- ◆ All tables, chairs and linen required for set-up of function.
- ◆ Silverware, china, foam or plastic cups, glassware.
- ◆ Cake table set-up, gift table, guest book table and most other requests by guests for extra tables.
- ◆ Mirror tiles with votive candles.

◆ **Access to room 1 hour prior to function for decorating.**

- ◆ Food and beverage service staff as needed (except cocktail servers or cake cutting servers).

The following items will be the responsibility of the reception party:

- Any cake plates, stands or serving utensils bought or rented from the cake provider.
- Any flower stands, containers, or vases bought or rented from the florist.
- Any items rented by the reception party, not provided by Campbell's.

The reception party will need to designate someone to be responsible for these items during and immediately following the reception. **Campbell's Resort and Conference Center will not be responsible for lost or missing merchandise.** All items must be removed from the premises within 24 hours of the function.

Campbell's will be happy to provide the following items and services at an additional charge

- ◆ Room rental -- \$900 minimum, up to \$1400 based on food and bar service purchased from Campbell's.
 - Lakefront weddings are available in April, May, June, September and October -- \$1200 rental.
 - Open Air Terrace Pavilion Weddings and Receptions are available with a 9:30pm quiet hour -- \$1000 rental
- ◆ Cutting and serving of the cake -- \$2.00 per person.
- ◆ Dance floor set-up -- \$300 for 18' x 18'.
- ◆ Bar Set-up -- \$60 Set-up fee: \$75 for the first three hours and \$25 for each additional hour which will be waived for every \$300 in bar sales. All alcohol must be purchased through Campbell's Resort and Conference Center (see "Conferences Guidelines for Bars").
- ◆ Food -- all food or beverages to be purchased through Campbell's -- buffet or served meals, hors d'oeuvres, coffee service, or punch. **Absolutely no food or beverage/alcohol may be brought in from outside sources.**
- ◆ Flowers and centerpieces (based on number of stems and availability) -- \$25-\$75 each.
- ◆ Butler service -- \$2 per person.
- ◆ Silver coffee service -- to be determined.
- ◆ Nuts and mints -- to be determined or you may bring your own.
- ◆ Balloons -- \$1.50 each.
- ◆ Punch Fountain -- \$50 rental fee.
- ◆ Special order linen -- market price.
- ◆ Vases, glass fish bowls, colored glass rocks -- \$5-\$10 rental each.

Campbell's will accommodate special requests or special menus whenever possible with proper notification.

Meet And Eat Groups

(i.e. those groups requiring fewer than 30 sleeping rooms plus an inordinate amount of conference space)

Will be booked no earlier than 90 days prior to the requested arrival date. This policy may be waived based on seasonal availability or sales staff discretion.

Deposit-\$1000.00 to hold space, 1/2 of the estimate at the time of contracting with the balance due one week prior to event

Cancellation Policy: We understand that plans change and will be happy to assist you in making new plans or changing the date. A cancellation fee will apply for any event that has been confirmed as definite by a signed contract or that is canceled within 6 months prior to the date. The fee will represent a percentage of the anticipated food, beverage, site fees and reception room rental revenue.

**A taxable 20% gratuity and current sales tax will be added to all food and beverages.
Effective January 2010. All prices subject to change without notice.**