RENTAL POLICIES

1. **Available Rooms & Fees:** The Auburn/Webster Lodge of Elks has two function rooms available. Rooms are rented for a 5 (five)-hour period.
   • The Founders Room requires a minimum of 100 people and seats up to 350 using banquet tables and 260 maximum using round tables. The hall rental fee for this room is $300.00 due upon booking.
   • The Celebration Hall requires a minimum of 35 people and seats up to 100 using banquet tables and 72 maximum using round tables. The hall rental fee for this room is $150.00 due upon booking.
2. **Food Deposit:** When the Lodge is providing food service, a deposit of $100.00 is required six months prior to the date of the event.
3. **Deposit Refunds:** Deposits for room rental and food service will be refunded ONLY if the Lodge of Elks can rebook the room for the date and time of the scheduled event. Cancellations must be made in writing to: William Coakley, Manager, Auburn/Webster Lodge of Elks, 754 Southbridge Street, P.O. Box 306, Auburn, MA 01501.
4. **Catering:** The Auburn/Webster Lodge of Elks has an in house caterer. This caterer MUST do all catered functions. All food is to be consumed on the premises. NO food will be packaged to leave the building.
5. **Taxes:** All prices shown are subject to a 6.25% hall rental tax and a 7% meals tax, consisting of a 6.25% state meals tax and a .75% local meals tax.
6. **Service Fee:** All meal prices shown are subject to a 1.5% service fee.
7. **Wine Toast:** This is available for your function at a cost of $1.50 per person.
8. **Billing:** Final payment for your function is expected on the date of your event prior to its commencement and may be made by cash, MasterCard, Visa or bank check made payable to the Auburn/Webster Lodge of Elks #2118. Personal checks **are not** accepted for final payment.
9. **Guarantee:** All renters holding functions must provide a guarantee to the Auburn/Webster Lodge of Elks one week prior to your event.
10. **Beverages:** Persons attending a function at the Auburn/Webster Lodge of Elks are not allowed to bring alcoholic or non-alcoholic beverages of any kind into the facilities from off premises. This is a Massachusetts State Law. No minors will be served alcoholic beverages under any circumstances. Adults found to be serving or procuring alcoholic beverages for minors will be escorted off of the premises.
11. **Decorations:** All decorations for your function are the sole responsibility of the renter. Any decorations put up by the renter or his/her guests are to be taken down at the end of the function. Use of nails, glue or hole-making devices to install decorations is prohibited. Use of CONFETTI OR POPCORN is prohibited.
12. **Price Changes:** All menu prices are subject to change four weeks prior to the date of your event.
13. **Indemnification:** To the fullest extent permitted under Massachusetts law, the person responsible for renting a function room agrees to indemnify and hold harmless the Auburn/Webster Lodge of Elks for any and all damages caused by or resulting from attendees of said function.
14. **Attorney's Fees:** You are signing a binding contract. The person responsible for renting a function room agrees to pay attorney's fees and costs, including filing fees and/or other costs of collection, in the event that he/she fails to comply with the terms and provisions of this Rental Contract.

The Auburn/Webster Lodge of Elks is a smoke free establishment.
Smoking is permitted in designated areas outside the building.

(Rev 6-11)

Auburn/Webster Lodge of Elks #2118

Benevolent and Protective Order of Elks

Dining Menu

Catering by Cribills Catering, Inc.

Thank you for considering the Auburn/Webster Lodge of Elks for your upcoming event.

Banquet facilities for 35 to 350 people

754 Southbridge Street
Auburn, MA 01501

Office: 508-832-9303
Club: 508-832-9575
Fax: 508-832-2406

Buffet Selections

Spring Shower
Garden Salad,
Ham Salad Finger Rolls
Chicken Salad Finger Rolls
Hot Italian Meatballs in Red Sauce
Oven Roasted Potato
Rolls and Coffee
$13.15

Little Italy
Hot Oven Roasted Chicken
Hot Italian Meatballs in Red Sauce
Hot Rigatoni and Sauce
Garden Salad and
Oven Roasted Potato
Rolls, Coffee and Dessert
$14.25

Hawaiian Paradise
Hot Baked Ham Carved on the Line
Hot Oven Roasted Chicken
Hot Rigatoni and Sauce
Garden Salad and
Oven Roasted Potato
Rolls, Coffee and Dessert
$14.25

American Special
Hot Roast Beef
Hot Oven Roasted Chicken
Hot Rigatoni and Sauce
Garden Salad, Oven Roasted Potato
Rolls, Coffee and Dessert
$15.35

Chef's Choice
(Minimum 50 people)
Hot Baked Ham Carved on the Line
Hot Oven Roasted Chicken
Hot Italian Meatballs in Red Sauce
Hot Rigatoni and Sauce
Hot Roast Beef
Garden Salad and
Oven Roasted Potato
Rolls, Coffee and Dessert
$18.65

Super Italian Buffet
Hot Roasted Chicken
Stuffed Shells
Hot Italian Meatballs in Red Sauce
Sausage Cacciatore
Antipasto Salad
Italian Bread, Coffee and Dessert
$18.65

Kelly's Favorite
(Minimum 50 people)
Steamship Roast Beef
Carved on the Line
Choice of Potato or Rice Pilaf
Choice of Vegetable
Garden Salad
Rolls, Coffee and Dessert
$18.65

Other buffet items may be available upon request and priced accordingly. Please refer all food allergies to the manager.

All buffets are served on paper tablecloths with heavy-duty plastic utensils and plastic plates. Buffets can be served on china with linen tablecloths and your choice of napkin color for an additional charge of $1.00 per person. However coffee and dessert will still be served with paper. All buffets are kept out for one hour.

Dinner Menus

Dinner entrees include your choice of one of each of the following:

Appetizer
Rigatoni ~ Fruit Cup ~ Onion Soup ~ Chicken Soup ~ Italian Wedding Soup or Vegetable Soup
Clam Chowder is available at a charge of $1.00 extra per person

Salad
Fresh Garden Salad with your choice of Creamy Italian, Vinaigrette or Italian Dressing
Antipasto Salad is an additional $1.00 per person

Potato
Mashed ~ Baked with sour cream ~ Oven Roasted or Rice Pilaf

Vegetable
Carrots, Peas, Green Beans, Green Beans with Almonds, Green Beans with Baby Belgium Carrots

Dessert
Ice Cream or Cake

Dinner Selections

Baked Stuffed Lobster Stuffed with Seafood Dressing	Priced with Tide
Roast Prime Rib of Beef	$24.15
Roast Beef and Turkey Dinner (Served Family Style)	$20.85
Roast Beef Dinner (Served Family Style)	$19.75
Ham & Turkey Dinner (Served Family Style)	$18.65
Boneless Stuffed Breast of Chicken	$18.65
Baked Ham Dinner (Served Family Style)	$17.55

Other menu items available upon request.
Above dinner selections are served with rolls and coffee. All dinners are served on china with linen tablecloths and napkins in your choice of a variety of colors.

Finally
The previous dinner and buffet selections are only a few of your choices. We also offer a large variety of hors d'oeuvres for you to choose from. Come in today and speak with our caterer. He will be happy to assist you in making your function a most memorable one and to answer any questions you may have. Thank you again for considering the Auburn Elks for your function.