



*B.P.O. Elks Lodge #309  
P.O. Box 7165  
3400 N. Nevada Ave.  
Colorado Springs, CO. 80933  
719-633-1727*

## Memorial Service or Celebration of Life Reception

We offer you a choice of renting the ballroom with dance floor, stage and upstairs lounge; or the dining room. A cash bar with bartender is also available. The room includes round tables of 8, draped with white linen cloth, chairs, a Memory Table draped and skirted, buffet tables and other tables as needed. We will set up the room to your specifications and include a podium with microphone, the use of the sound system and a projector screen (no projector). Food is available at an additional cost.

*Room capacity is:*

Ballroom: maximum 250 people

Upstairs Lounge: maximum 40 people

Dining Room: maximum 80 people (no bar)

*Room charge for up to 6 hours usage:*

Non-member - \$500.

Visiting Elks (in good standing) - \$350.

Elks Lodge 309 members and Elks' Ladies Klub members in good standing - \$250.

That would include services for a deceased member or a current member planning services for immediate family.

Bar set-up w/ bartender: no-charge with a minimum of 40 people otherwise \$25 per hour, plus cost of drinks purchased or served.

*If food is purchased through the Elks Lodge 309, the room charge will be discounted by \$200.*

### **Food Costs**

(plus 08.25% sales tax & 20% gratuity)

It is your choice to order as much food as you feel necessary in order to provide for your guests. We will cook/prepare that much food. We may run out of food if more people show up than expected. If we have too much food left over, we will box it up for you to take home. Costs for food is approximately \$6-\$8 per person. See 'Main Menu' for food selection that is included with this package. Additional menu items and other food requests will increase the price.

Included with this package is food for up to:

50 people = \$450

100 people = \$700

150 people = \$1000

200 people = \$1300

250 people = \$1550

We include plates, utensils, napkins, cups, chafing dishes, serving dishes, various condiments, coffee (reg/decaf), ice tea w/lemon plus sweeteners, ice water. Servers will be provided as needed. We will bus tables, wash dishes and do general clean-up. When at least 40 guests are expected, a full service bar can be set-up at no additional cost (except price of drinks). The bar can be set-up as either a cash bar or an open bar. Drink prices vary from \$3 up to \$8. Domestic beer is \$3, specialty beer is \$4, well drinks and wine are \$4, top shelf liquors are \$5 and up, Soda is \$1.

#### Special Rates for Elks Lodge #309 Members and their Spouses Only

Members & spouses may have the event catered by a third party or provide food from their own sources. In that case, they must provide all their own utensils, plates, serving dishes, chafing dishes, napkins, beverages etc. At least one Server must stay the entire time of the event to tend to the food, serving, bussing tables and clean-up. In addition, all electrical equipment (ie crock pots, hot plates etc) must be in good working condition as to not short out or overload electrical circuits.

Cost to use the kitchen by the caterer or member for staging and preparation is \$200.

- Special rates apply to members/spouses are defined:
  - The deceased was a member in good standing of Elks Lodge 309
  - The deceased was a member in good standing of Elks Ladies' Klub of #309.
  - The deceased was a spouse of said member or E.L.K.'s
  - The deceased was a handicapped dependent child of the ELK's or a member.
  - The deceased was a parent of a member or E.L.K.
  - The deceased was a child or grandchild of a member or E.L.K.
  - Special rates are not allowed for other family members, friends, or family members of friends.

## **Main Menu**

*Main Menu includes enough of the following foods to feed the estimated guests that you have paid for:*

Combination Meat and Cheese Trays, sliced and rolled

Turkey, ham, beef & salami

Sliced Cheddar, Swiss & Pepperjack or Gouda

Assorted sliced breads w/mayo, mustard, & misc. condiments

Variety of Vegie and Relish Tray

Baby carrots, cherry tomatoes, broccoli and/or cauliflower, snow peas, celery sticks, etc.

Black olives, pickles, hot peppers

Crackers

Ranch Dip

Potato chips & dip

or

Tortilla chips & queso

Dessert

combination of:

Cake

Brownies

Cookies

Fresh Fruit Platter

Strawberries, grapes, blueberries, melon, pineapple. (subject to seasonal availability)

Coffee

Ice Tea or lemonade

### **Additional menu items:**

Hot Deli Tray - \$100 / \$175 / \$225 / \$350 / \$400

Choice of two items:

Buffalo Wings w/bleu cheese dip

Meat Balls w/BBQ sauce

Chicken Nuggets w/honey mustard

Mozzarella Sticks w/marinara sauce

Mini Egg Rolls w/chili Thai sauce

Jalapeno Poppers

Green chili w/bean burritos - \$75 / \$125 / \$175 / \$225 / \$300

Potato or Macaroni Salad - \$65 / \$110 / \$150 / \$200 / \$225

Cost of Celebration of Life or Memorial

Room Charge \$ \_\_\_\_\_  
Kitchen Fee \$ \_\_\_\_\_  
Basic Food Charge \$ \_\_\_\_\_  
Additional Food \$ \_\_\_\_\_  
Taxes of Food & Beverages \$ \_\_\_\_\_  
Gratuity on Food & Beverages \$ \_\_\_\_\_  
Miscellaneous Fees \$ \_\_\_\_\_

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Signature of responsible party \_\_\_\_\_ date \_\_\_\_\_  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Club Manager Signature \_\_\_\_\_ date \_\_\_\_\_

It must also be noted that the responsible party signing this contract must abide by the following:

- Client shall remove all personal property and other items that were not present in the Facility when Client took control of it upon the completion of the event.
- The Elks Lodge shall charge the Client any amounts deemed necessary to repair damages inflicted upon the venue by Client and/or Client's associates, guests, invitees, and all other persons whatsoever who enter the facility during the rental period, whether or not such persons did so with Renter's knowledge or consent. The Client will be notified regarding any repairs necessary to restore the facility to its original state and the amount withheld from the deposit or the remaining balance the Client is required to pay to repair/clean damages.
- In the event that Client fails to pay the balance due as shown above within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 12% per year until it is paid. Client shall also be liable to Elks Lodge for any legal fees, court costs, and other expenses associated with collection.
- Client will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Elks Lodge may incur as a consequence of the actions of Client or any of the Client's guests while Client is in control of the facility, and shall indemnify and hold harmless the B.P.O. Elks Lodge 309 against any and all legal actions which may arise from Client's use of the facility.
- Any disputes arising under this contract shall be adjudicated in the B.P.O. Elks Lodge 309's local jurisdiction.