



Breakfast

Breakfast Banquets are Served
Monday - Sunday:
7:00am until 10:00am

For more information, contact us
by phone: (765)742-6478,
by email: info@trailsbanquets.com,
Or visit: www.trailsbanquets.com



THE TRAILS BANQUET FACILITY

GENERAL POLICIES & INFORMATION

The Trails Banquet Facility would like to thank you for hosting your function with us. To ensure that you are completely satisfied with your function, we respectfully request your cooperation with the following guidelines:

Reservations

Rooms are assigned during time of booking. All rooms require a certain minimum number of guests.

Deposits

Deposits are required for all Friday and Saturday functions. Wedding receptions on Sundays require a deposit. \$100.00 for the **Tippicanoe Room**, \$250.00 for the **Outlook Room** (\$500.00 Saturday,) \$500.00 for the **Tecumseh Room** (\$1000.00) Saturday) \$1000.00 for the **Prophet's Room** (\$1500.00 Saturday) The Prophet's room is not available on Fridays or Sundays. Deposit is deducted from final bill.

Cancellations

Deposits are fully refundable if date gets rebooked. If date is not rebooked deposit will not be refunded.

Payment-General

Final payment is due within 10 days after function. If any part of the payment is outstanding a late fee may occur with interest.

Payment-Weddings

Final payment is due at the end of function. No Exceptions.

Guarantees

A preliminary number of guests will be requested at time of booking. A final count is due 72 hours before the function, this number can increase after the 72 hours but cannot decrease.

Menus

The menus need to be defined with in 10 business days of function with Banquet Coordinator. Any special dietary arrangements need to be defined at this time as well.

Services Charge

There will be a 20% room and services charge added to the total food, beverage, and hosted bar functions. A 7% sales tax will be added to the total bill. If tax exempt we will need a tax exempt form on file.

Room Charge

A room charge (\$50-\$100 per hour) may occur if function exceeds given time. **Breakfast:** 7:00am-10:00am, **Lunch** 10:00am-2:00pm, **Dinner** 5:00pm-11:00pm (Saturdays 5:00pm-12:00am) **Wedding Receptions** 9:00am-12:00am.

Room Set-Up

Rooms will be set for final guaranteed number. Special set up will need to be defined within 10 business days of function with Banquet Coordinator.



Decorating Guidelines

- All Trails Décor must remain in room. It may not be taken down. **NO EXCEPTIONS.**
- All extra decorating is done by function, excluding chair covers if rented.
- No taping or tacking on walls or ceiling. Putty is acceptable
- No Glitter, Confetti, Rice, Bird Seed, Loose Sand.
- Candles need to be in a holder and flame should not go over holder. The Trails Staff will light your candles.
- All decoration must be taken down at end of the event.
- Chair Covers must be supplied by The Trails. **NO EXCEPTIONS.**



The Continental: \$5.25 per person

Assorted Juices
Fresh Fruit
Assorted Danishes
Assorted Mini Muffins
Coffee

Assorted Bagels w/ Cream Cheese
extra \$.75 per person

Prices are subject to 20% Services Fee and 7% Sales Tax



The Trails: \$9.50 per person

Orange Juice
Scrambled Eggs
Bacon
Sausage
Hash Browns
Fresh Fruit
Assorted Danishes
Coffee

Prices are subject to 20% Services Fee and 7% Sales Tax



The Trails Brunch: \$13.75 per person

Brunch may be served until 12:00pm

Assorted Juices, Coffee, Iced Tea
Scrambled Eggs, Bacon, Sausage,
Hash Browns, Fresh Fruit,
Assorted Danishes,
Choice of 2 Sides,
Choice of 2 Entrées,
Choice of 1 Vegetable
Options Listed on Next Page

Prices are subject to 20% Services Fee and 7% Sales Tax



Sides:

Potato Salad, Pasta Salad, Macaroni Salad, Trails Salad, Caesar Salad, Relishes & Dip, Cheese Ball & Crackers, Tex-Mex w/ Nachos

Entrées:

Baked Ham, Roasted Turkey, Roast Beef, Chicken & Noodles, Beef & Noodles

Vegetables:

Buttered Corn, Carrots Vichy, Peas & Onions, Peas & Mushrooms, California Blend, Green Beans



Audio Visual Equipment

Podium w/ Microphone-No Charge
Projection Screen-No Charge
White Board-No Charge
Easel-No Charge
Piano-No Charge
Wireless Internet-No Charge
CD Player-No Charge
Extra 6ft or 8ft Tables-No Charge
Wireless Hand-Held Microphone-No Charge
Wireless Lapel Microphone—No Charge
Overhead Projector-No Charge
LCD Player/Projector— No Charge

Additional Services

Ivory or Black Table Linens-\$1.50 per linen
White Linen Included in Menu Pricing

Chair Covers-\$4.00 per Chair
White, Ivory, or Black-60 Different Color Sashes

Centerpiece Mirrors-\$1.25 per mirror
12x12 Square
Prices are Subject to 7% Sales Tax

Children's Menu-10 & under upon request



Additional Information

The 20% Services Charge covers facility use for the allotted function time. Set up and clean up of room, China, glassware, silverware, white linen table cloth, colored linen napkins, and gratuity.

Tippecanoe Room

Built in 1965

In room Fireplace

Minimum of 25 people (adults)

Maximum of 60 people (adults)

Outlook Room

Built in 1996

Upstairs Room, No Fireplace

Minimum of 40 people (adults)

Maximum of 90 people (adults)

Tecumseh Room

Built in 1955, it is the original room to the building.

In room Fireplace

Minimum of 65 people (adults)

Maximum 225 people (adults)

Minimum of 125 people (adults) on Saturday

Prophet's Room

Built in 1996

In room Fireplace

Minimum of 100 people (adults)

Maximum 325 people (adults)

Minimum of 200 people (adults) on Saturday

Maximum of 325 people (adults) for Wedding Receptions

The Trails is owned and operated by Van's Catering Service since 1990.



I have read and agree to all menu pricing, information, and guidelines.

Any damages that may occur will be added to final invoice.

Clients Initials _____

Date: _____

Must be initialed and dated before function begins.