



---

# *Breakfast*

*Monday - Friday : 7:00 am until 10:00 am*

*Saturday and Sunday : 7:00 am until 11:00 am*

*For more information, contact us by phone:*

*(765) 742-6478 or (800) 585-7294*

*By email: [info@trailsbanquets.com](mailto:info@trailsbanquets.com)*

*[www.trailsbanquets.com](http://www.trailsbanquets.com)*



# General Policies and Guideline Information

---

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

## 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 **Tippecanoe 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** (\$2000.00 Saturday) The Prophet's room is not available on 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 guaranteed count is due 72 hours before the function, this number can increase after the 72 hours but cannot decrease.

## Menus

The menu needs 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 25% 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 allotted 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 72 hours before function with Banquet Coordinator.



## *Decorating Guideline Information*

---

- All Trails décor must remain in the room. No Exceptions.
- You will be able to access the room 2 hours before arrival time of the event. Wedding receptions will be able to access the room 9:00am the day of the event.
- Additional decorating other than Trails décor is done by a person or persons assigned by the client. The Trails staff does not decorate for you, except for chair covers. Chair Covers may only be purchased through The Trails.
- No taping or tacking on walls or ceiling. Putty is acceptable. If banner/signs need to be hung, previous arrangements must be made and a member of The Trails Staff must assist.
- No Glitter, Confetti of any type may be used. No Rice, Bird Seed, and Lose Sand may be used. Sand is acceptable only if contained.
- Candles may be used only if contained. The flame should not cover over the holder. The Trails will light your candles when the first guests arrive.
- Rose Petals and Decorative Rocks may be used, but must be cleaned up by the client.
- All decorations must be taken down and removed by the end of the event. This including all boxes, bags, extra decorating needs, etc. If special circumstances arise which prohibit immediate removal, previous arrangements must be made with The Trails.
- If above guidelines are not met, the client agrees to pay an additional clean charge that will be determined by The Trail Management.



---

The Continental: \$5.75 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 25% Services Fee and 7% Sales Tax



---

The Trails Breakfast \$10.00 per person

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

Prices are subject to 25% Services Fee and 7% Sales Tax



# Bar & Beverage Services

*The Trails is a fully Liquor Licensed Establishment  
No Alcohol is allowed to enter The Trails*

**Domestic Kegs-\$205.00 per 16gal. Keg**

**People's Brewing Co. Kegs - \$105 per 5gal. Keg, \$305 per 16gal. Keg  
*\*Sold on a Prorated Basis\****

**Imported or Micro Kegs-Market Price**

**Sutter Home Wine-\$15.50 per bottle**

Chardonnay, Pinot Grigio, White Zinfandel, Cabernet, Merlot  
Other Wine Brands are available by request.

**Champagne**

Cooks Brut-\$14.75 per bottle

Cooks Spumante-\$15.75 per bottle

Martini & Rossi Spumante-\$19.75 per bottle

Non-Alcoholic Sparkling White Grape Juice-\$8.5 per bottle

**Cash Bar-\$75.00 Set Up Fee or Hosted Bar-No Set Up Fee**

Call Drinks-\$4.00 by the glass

Premium/Top Shelf-\$5.00 by the glass

Domestic Beer-\$2.50 by the can

Imported Beer-\$3.00 by the bottle

Sutter Home Wines-\$4.00 by the glass

Soft Drink-\$1.00 per glass

**Other Beverages**

Soft Drinks-\$1.50 per person (Coke, Sprite, and Diet Coke)

Fruit Punch-\$10.00 per gallon

Lemonade-\$10.00 per gallon

All Pricing is subject to a 25% Room & Services Fee and 7% Sales Tax \*\* Prices are subject to change\*\*



# *Audio Visual Equipment*

---

## **Audio Visual Equipment**

Podium w/ Microphone-No Charge

Wireless Microphone-No Charge

Projection Screen-No Charge

LCD Player/Projector-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

*Additional Audio Visual Equipment Maybe Supplied For An Additional Charge  
Depending on the complexity of the A/V needs, a Sound Technician may be required.*

*The rate for the Sound Technician is \$40 an hour.*

***Audio Visual Equipment Available On A 1st Reserved Basis***

## **Additional Services**

**Ivory or Black Table Linens-\$1.50 per linen**

*White Linen Included in Menu Pricing*

**Chair Covers and Sashes-\$4.50 per Chair**

*White, Ivory, Black - Over 60 Different Color Sashes*

**Centerpiece Mirrors-\$1.25 per mirror**

*12x12 Square*

**Children's Menu-10 & under, upon request**

*Ask Banquet Coordinator For Details*



# *Additional Information*

---

**The 25% 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, Audio Visual Equipment\*, and Service Staff.**

## **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 75 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





# Agreement

---

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

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

Client's Initials\_\_\_\_\_

Date:\_\_\_\_\_

Must be signed and dated before function begins