



The Lafayette Ballroom

1513 Lafayette Parkway ♦ LaGrange, Georgia 30241♦
706.884.6175 ♦ Fax 706.884.1106 ♦ 866.523.2938
www.lafayettegardeninn.com ♦ www.thelafayetteballroom.com

The Lafayette Ballroom & Courtyard Garden

Weddings, Receptions, Banquets, Conventions, Corporate Meetings
Every Event is Special to us!

Consultation with one of our Event Specialist is FREE.

Call today to set your personal consultation appointment. 706-884-6175

The Lafayette Ballroom can accommodate up to 300 people depending upon set-up.

The BALLROOM Package includes:

- Room rental for up to 5 hours
- All tables & chair rental and set-up
- All table linen rental – tablecloths, table skirts, and overlays
- Chair cover rental – white or black
- Bar-Set up and stock
- Dance Floor rental and set-up
- Room arrangement, set-up & break-down fees. (Events requiring room re-set may be charged an additional fee)
- Consultations with your professional event manager before event and an event manager to service you during event.
- Audio Visual set-up, {LCD projector and screen, Microphones, podium, and PA - overhead sound/speaker system}

FREE Tasting! Meet our magnificent Chef and taste delectable food at your free tasting once your deposit has been paid*. Catering packages prices separately. See booklet reference for Lafayette Executive Catering.

Lafayette Executive Catering prices include complete table setting with dishes, glasses, and flatware. Linen napkins also available in an assortment of colors.

Also available:

Bartender Service - \$125.00 for up to 5 hours (More than 75 guests may require 2nd bartender)

Centerpieces based upon availability. Consult with your event manager for more info.

*Note: A minimum of \$500.00 non-refundable deposit is required to secure your banquet room reservations and lock in your Event date. Please add 7% sales tax to quoted prices.

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Courtyard Garden for Weddings

The Courtyard Garden seats up to 100 people.
Package includes chair set up, riser (for minister and couple) unity candle/sand table. No charge for back-up room. No recommended during very hot weather.

Elm Room

The Elm Room is suitable for small events up to 50 people.
The Rose Room is suitable for small events up to 30 people.

Rose Room

Legend's Tavern

The Tavern is suitable for 100 or less for weddings, parties, or receptions, depending on set-up.

Tavern Packages include:

- Room rental for 5 hours
- Set up & break down fees
- All tables & chairs (existing furniture)
- All table linens – tablecloths, table skirts, and overlays
- Black chair covers
- A professional event manager is also included in the package.
- If you use Lafayette Executive Catering, then your dishes, glasses, and flatware are included in your food prices. If you use another caterer, you must make separate arrangements for your tableware.

Also Available:

- Catering Packages are separately priced
- Ceremonies/Receptions requiring a room re-set will be charged a re-set fee of \$300.00
- Bartenders Fee \$125 for up to 5 hours, more than 75 guests will require a second bartender

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Have out of town guest? Need overnight accommodations?

We are delighted to host your friends & family for your special event. Just let us know an estimated number of guests who will be coming. We will set aside a reserved “block” of rooms under your event name. Your guest will enjoy the following benefits just for mentioning your event name:

- Stay at the venue where your event is held.
- Discounted room rate per night. (Based upon availability & event type).
- Atlanta Airport: Shuttle service from the airport to the hotel is available separately. For prices call **Groome Transportation Center**: 1-800-584-6735

Note: Please encourage your guests to call us directly for reservations. If your group confirms 15 or more rooms you get a FREE sleeping room!

If your guest reserve their room on a third party bookings, (like Expedia, Orbitz, Hotwire, etc.) we are unable to give you credit for the reservation. Guest must call the hotel directly for you to get credit towards your free sleeping room.

In order for your guest to get your Event Special Discount they must **call our reservations desk directly at**
706-884-6175 or toll free 1-866-523-2938

Event Name: _____

Number of expected out of town guests: _____

Number of rooms with single bed: _____

(Used mostly for singles or couples)

Number of rooms with 2 beds: _____

(Used mostly for guest with children or guests sharing rooms)

Reservations made for your group courtesy of:



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HOSTED BAR OPTIONS

If you will need a bar set up in your reception area please choose the type of bar you want.

Hosted Bar: You are responsible for alcohol, OR **Cash bar:** Guest is responsible for alcohol.

Cocktail Bars include bottled water, sodas, juices, beer, wine and the liquor brands selected.

HOUSE (Well) BAR \$5.00

Bowman Vodka
Bowman Rum
Barton Gin
Scotch
Ten High
Bourbon

CALL BAR \$6.00

Absolut Vodka
Bacardi Rum
Tanqueray Gin
Chivas Regal Scotch
Jack Daniels Bourbon
Kentucky Bourbon

PREMIUM BAR \$7.00

Gray Goose Vodka
Captain Morgan Rum
Tanqueray Gin
Chivas Regal Scotch
Crown Royal

WINE & KEGS

House Wine
Domestic Keg Beer

Wine-by request
Domestic Keg Beer

Wine –by request
Imported Keg Beer

Assorted Soft Drinks - \$2.00 per can

Bottled Water - \$2.00 per bottle

Domestic Beer - \$3.00 per bottle
(Budweiser, Bud Lite, Bud Lime, Miller, Miller Lite, Coors, Coors Lite)

Imported Beer-\$3.75 per bottle
(Heineken, New Castle, Corona, Corona Lite)

Wine by the glass - \$4.00

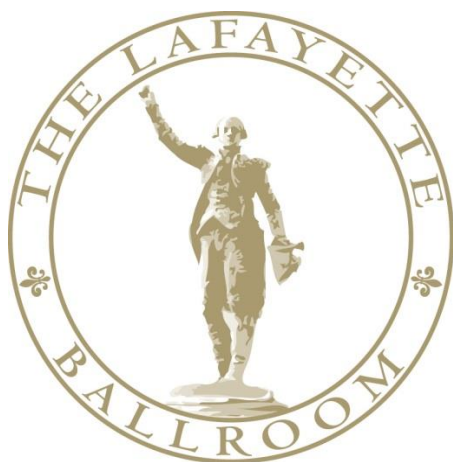
BARTENDER Service Fee for Hosted Bar IS \$125.00 for up to 5 hours. One bartender per 75 guests.

Consumption totals will be billed to the Master Bill at the Conclusion of the Event. Client is responsible for final consumption totals.

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Lafayette
Executive
Catering

*These Menus were prepared exclusively for The Lafayette Ballroom.
Lafayette Executive Catering Company has a variety of other menus
available including breakfast and lunch.*

Please see your representative or Chef for more menus and options.

LAFAYETTE EXECUTIVE CATERING

Hors d'oeuvres

PRICES SUBJECT TO CHANGE

Hot Hors d'oeuvre

Cracked Black Pepper and Garlic Rolls
Cocktail Meatballs (BBQ, Sweet or Sour)
Vegetable Egg Rolls with Sweet N' Sour Sauce
Black Bean and Chicken Egg Rolls
Chili Con Queso with Tortilla Triangles
Stuffed Mushrooms
Crab Dip with Crackers
Mini Sausage Croissant
Mini Chicken Quesadillas
Mini Crab Cakes
Mini Quiche

Cold Hors d'oeuvre

Domestic & International Cheese Tray
Spinach Dip with Gourmet Crackers
Garden Vegetables with Southwest Dip
Assorted Vegetable Tray
Assorted Mini Sandwiches
Salsa and Chips
Assorted Fruit Tray
Mixed Nuts
Chicken Wrap
Mini Desserts
Peel & Eat Shrimp (add \$1.00 per person)

Pricing

Four Choices \$ 14.50

Six Choices \$ 15.50

Eight Choices \$ 16.50

All Packages include choice of iced tea, coffee, lemonade, or punch.

All prices are subject to 20% service charge and current sales tax.

LAFAYETTE EXECUTIVE CATERING DINNER MENUS
TWO DINNER OPTIONS

Plated Dinner

\$16.99

Choice: 1 Salad

Choice: 1 Entrée

Choice: 2 Accompaniments

Choice: 1 Beverage

Choice: 1 Dessert or wedding cake service

(We provide plates and flatware and cut and serve your cakes)

Choice: 1 Bread

- OR -

Executive Buffet

\$18.99

Choice: 2 Salads

Choice: 2 Entrees

Choice: 3 Accompaniments

Choice: 1 Beverage

Choice: 1 Dessert

Bread

All catering prices subject to 20% service charge
plus current local sales tax.

All meals include beverage, dessert, and rolls or cornbread.

*Weddings: Cake cutting service is complimentary in lieu of dessert. In addition
we also provide the cake plates and silverware.*

Carving Station with uniformed carver, heat lamp, etc. - \$50.00 per station

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Lafayette Executive Catering

Menu Selections for Plated or Buffett

Salads

Seasonal Mixed Field Greens
Fresh Seasonal Fruit Display
Southern Style Cole Slaw
Southern Style Potato Salad
Penne Pasta & Italian Vegetables
Tomato, Onion & Feta Salad
Rainbow Pasta
Caesar Salad
Greek Salad

Salad available with croutons, cheese, and bacon upon request.

Entrees

Chicken

Chicken Skewers
Herb Roasted Chicken bone-in
Herb Roasted Chicken Medallion
Chicken Breast (Fried, Grilled, BBQ)
Chicken Fajitas
Chicken & Pineapple Brochette

Beef

Carved Roast Beef
Beef Lasagna
Beef Tips
Beef Fajita
Beef Tacos
Beef skewers
Pot Roast
New York Strip Steak

Pork

Pork Chops (Grilled or Fried)
BBQ Pork
Pork Tenderloin

Vegetarian

Cheese Ravioli
Lasagna
Cheese Tortellini
Spinach Quiche

Other

Turkey and Dressing
Baked Ham
Smoked Turkey

Seafood

In season by request at
current market price.
Ask for seafood menu options

All dinners include Beverage, Dessert, Rolls, or Cornbread.
With Weddings the wedding cake will be cut and served in place of Desserts

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Accompaniments

Almond Wild Rice
Seasoned Red Potatoes
Scalloped Potatoes
Macaroni and Cheese
Orange Glazed Carrots
Seasoned Green Beans
Southern Style Black Eyed Peas
Southern Style Turnip Greens
Steamed or Grilled Mixed Vegetables
Twice Baked Potatoes
Green Bean Casserole
Sweet Potato Casserole
Mashed Potatoes

Ask About our Potatoes and Pasta Stations.

Desserts

Ice Cream Station:

(Includes vanilla, chocolate, strawberry, cherries,
nuts, pineapple, sprinkles, and whipped cream)

Cheesecakes:

NY Cheesecake (Raspberry, Cherry or Blueberry Topping)
Peach, Chocolate, or Strawberry Cheesecake
Assorted Mini Cheesecakes

Cakes:

Chocolate Cake
Coconut Cake
Carrot Cake

Pies:

Key Lime Pie
Apple Pie
Pecan Pie

Brownies

Cookies

Beverages

Iced Tea

Lemonade

Punch

Coffee

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Policies and Information

If you have selected the above mentioned venue for your event, thank you! The Lafayette Ballroom and Lafayette Garden Inn & Conference Center retains the exclusive right to provide, control and maintain all food and beverage services within these facilities.

Please note that no food and beverages of any kind may be brought into these premises by the event organizers, their guests or other invitees.

We offer custom designed catering and retail food & beverage services for all types of events. The sale or provision of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under our exclusive rights. Any food and beverage items brought into the premises of The Lafayette Ballroom and Lafayette Garden Inn & Conference Center must have the approval of The Lafayette Ballroom management in writing prior to the event and adhere to the policies of the venue.

Payment and Deposit Policies: In order to guarantee and confirm your Event Date, a \$500.00 non-refundable deposit is required on all contract agreements. The \$500.00 deposit will be credited forward to the remaining balance of the total event. 75% of the total contract value will be required a minimum 30 days in advance of the event date. The final 25% remaining balance due shall be paid in full 14 days prior to the start of the function. Final payment for event charges in addition to those estimated on the contract must be paid at the conclusion of the event by a company, certified or cashier's check or the event total will be assessed to the credit card used to authorize the event. If the event is a nature that additional charges may be incurred, a completed credit card authorization form must be provided by the customer as a guarantee of payment for services rendered.

Guarantees: Guaranteed and final guest count is required 14 days prior to event. Any increase to final guest count given less than 14 days prior to event will result in an additional charge of 25%, plus tax and gratuity, per person.

Pricing: Prices, along with menus, are often provided well in advance of an event. Due to fluctuating market prices, our prices are subject to change. The Lafayette Ballroom will gladly lock in and guarantee prices for room rental and menu selection pricing within 60 days of your event with a signed contract, signed event orders and non-refundable deposit per our stated deposit policy. Pricing for banquet meals is based on round tables of 8 or 10. Other scenarios may require additional labor, linen or food & beverage charges. A 20% service charge and applicable sales tax will be added to all food and beverage sales. If the customer is tax-exempt organization, copies of the pertinent tax-exempt certificate from the State of Georgia are required with your signed Banquet Contract. If the certificates are not received, prior to invoicing, taxes will be collected.

Cancellation: A charge will be assessed for cancellation of contracted services within 30 days of an event. The charge will be calculated to cover material and labor costs, (including administrative) incurred by The Lafayette Ballroom as a result of the anticipated event as well as the foregone profit margin associated with the cancelled event should the date not be rebooked by another customer. Any event cancelled within 14 days prior to the event requires payment in full for the estimated revenue based on the contract and event arrangements.

Contracts – Agreements: In order to execute your event, a signed copy of the Event Orders and Banquet Contract agreement must be returned to the Lafayette Ballroom before planning can begin. The signed contract with its stated terms constitutes the entire agreement between the client and The Lafayette Ballroom. A signed contract with non-refundable deposit will lock in prices within the policy stated above.

Liability: The Lafayette Ballroom or Lafayette Garden Inn & Conference Center can assume responsibility for the damage or loss of any merchandise or articles left in the facilities before during or following the event.