

WEDDING BANQUET PACKET

POTAWATOMI INN RESORT AND CONFERENCE CENTER

@ POKAGON STATE PARK



Located in Pokagon State Park on picturesque Lake James, the second largest natural lake in Indiana, the Potawatomi Inn Resort and Conference Center has always been proud to provide our guests with the best service and value in a perfect setting for your special day.

Our staff is dedicated to ensuring that each and every repast or refreshment planned for your group makes a memorable contribution to the success of your wedding.

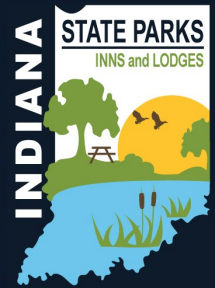
The Resort offers over 10,000 square feet of meeting space, accommodating anywhere from 10 to 500 people. There are also 138 guest rooms/cabins to accommodate your guests.

The following pages provide a variety of delightful menu suggestions for all occasions. If you wish to personalize an event with a custom menu or theme, our staff will be happy to work with you to explore and develop creative planning options.

Best of all, once plans are made, you are free to relax and enjoy yourself, confident in the knowledge that even the finest detail will be implemented to surpass your highest expectations.

The Potawatomi Inn Resort and Conference Center has been recognized as one of the “Top 25 Resorts in the Midwest” by Midwest Living, was runner up for the “Best Place for a Corporate Retreat” by Indiana Business Magazine’s readers and was awarded a 2013 & 2017 “Certificate of Excellence” from TripAdvisor.com.

POTAWATOMI INN WEDDING



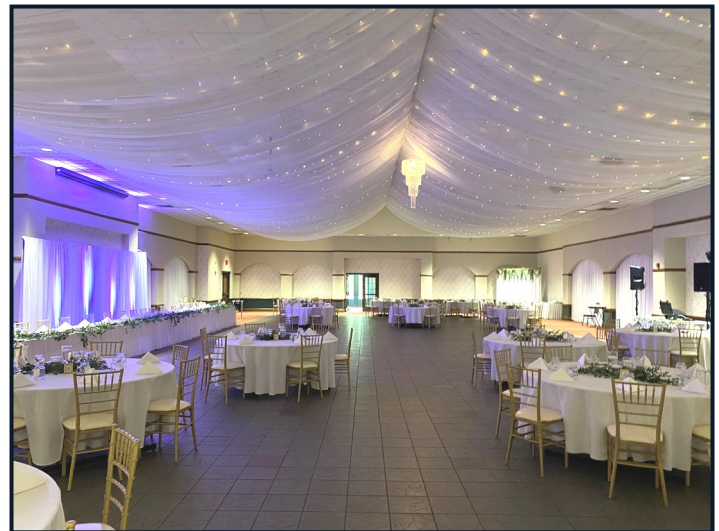
Memories made naturally.

WEDDING PACKAGE

Full Package—\$3,200

**This Package include the Lake James Ballroom,
The Sundeck Ceremony Space, as Well as the Still Water Lounge.**

Also included is use of the Inn's House linens (White or Black) Set-up,
Clean up, House China, and House Glassware



Additional

BRIDAL & GROOM SUITE OPTIONS

Bridal Suite to include:

- Lit Vanity Mirrors
- Full Length Mirrors
- Garment Rack



BREAKFAST OPTIONS

The Continental **\$8.99 per person**

Selection of Pastries & Rolls
Seasonal Fresh Fruit
Chilled Orange Juice
Regular & Decaffeinated Coffee

ADD-ONS

Oatmeal Bar - \$2.99 Per Person

Dried Fruits, Nuts & Brown Sugar

Waffle Station - \$2.99 Per Person

Butter & Syrup

Yogurt Bar - \$3.99 Per Person

Dried Fruits & Granola

A LA CARTE OPTIONS

Priced By the Item

| | |
|-----------------------|--------|
| Assorted Granola Bars | \$2.99 |
| Seasonal Whole Fruit | \$1.99 |

Priced By the Dozen

| | |
|------------------|-------------------|
| Assorted Cookies | \$18.99 per dozen |
| Brownies | \$18.99 per dozen |

Priced By the Pound

| | |
|------------------------|-------------------|
| House Chips & Dip | \$12.99 per pound |
| Tortilla Chips & Salsa | \$14.99 per pound |
| Mini Pretzels | \$9.99 per pound |
| Fresh Popped Popcorn | \$14.99 per pound |
| Trail Mix | \$16.99 per pound |
| Party Snack Mix | \$14.99 per pound |
| M&M's | \$13.99 per pound |

Beverages Priced By the Item

| | |
|-----------------------------|-------------|
| Bottled Water | \$1.99 each |
| Bottled Sparkling Water | \$2.99 each |
| Assorted Canned Soft Drinks | \$2.99 each |
| Pints of Milk | \$2.99 each |

Beverages Priced By the Gallon

| | |
|--------------------------------|--------------------|
| Coffee (Reg. & Decaf.) | \$20.99 per gallon |
| Iced Tea, Lemonade or Punch | \$14.99 per gallon |
| Juice (Apple/Cranberry/Orange) | \$15.99 per gallon |
| Hot Chocolate | \$15.99 per gallon |
| French Vanilla Cappuccino | \$15.99 per gallon |

Additional Details

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

APPETIZERS

Priced to Full Guest Count



HOT APPETIZERS

Buffalo Chicken Wings \$3.99 per person
Served with Choice of Ranch or Blue Cheese Dressing

Meatballs (Swedish or BBQ) \$3.99 per person

Spinach & Artichoke Dip \$3.99 per person
Served with Pita Chips

Stuffed Mushrooms \$3.99 per person

COLD APPETIZERS

Artisan Cheese Display \$5.99 per person
Served with Toasted Baguette & Crackers

Domestic Cheese Display \$4.99 per person
Served with Toasted Baguette & Crackers

Seasonal Fresh Fruit Display \$4.99 per person
Served with a Honey Yogurt Dip

Charcuterie Display \$6.99 per person
Served with Toasted Baguettes & Crackers

Vegetable Display \$3.99 per person
Served with Ranch Dip

Pin Wheels \$3.99 per person
Ham, Cream Cheese, Cheese Wrapped in a Tortilla

Shrimp Cocktail *Market Price*
Served with Cocktail Sauce

Additional Details

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

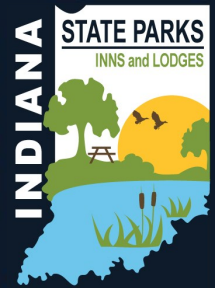
PLATED DINNER MENU

MENU HIGHLIGHTS

Minimum Guest Count: 10 People
Priced Per Person

Entrées: 1*
Salads: 1
Vegetables: 1
Starches: 1

Bread Presented on the Table



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BEEF ENTREES

Bistro Medallions

Three-Four Ounce Medallions of Beef topped with a Cracked Pepper Demi-Glaze.

Market Price

New York Strip

8 oz. New York Strip Steak

Market Price

Prime Rib of Beef

10 oz. Cut of Slow Roasted Prime Rib Served with Merlot Thyme Au Jus and Horseradish Sauce.

Market Price

PORK ENTREES

Honey Glazed Ham

Mustard Stout Glaze

\$19.99

CHICKEN ENTREES

Chicken Roulade

Flattened Breast of Chicken, Rolled w/ Roasted Red Peppers, Spinach, Mozzarella Cheese and Topped w/ a White Wine Sauce.

\$20.99

Chicken Marsala

Sauteed Breast of Chicken with a Mushroom Marsala Wine Sauce.

\$20.99

Chicken Cordon Bleu

Tender Breast of Chicken Stuffed with Ham and Swiss Cheese.

\$20.99

Herb Roasted Chicken

Seasoned Bone-In Chicken, Oven Roasted with Fresh Herbs.

\$19.99

Indiana State Park Inns

Fried Chicken

Hand Breaded and Fried **\$20.99**

SEAFOOD ENTREES

Salmon w/Mango Salsa*

Flaky filet of Salmon topped with a Fresh Mango Salsa and Served on a Bed of Rice Pilaf.

Market Price

PASTA ENTREES

Baked Lasagna*

A Rich Tomato Sauce with Ground Beef Layered with Cheese and Lasagna Noodles and Baked to Perfection.

\$19.99

Pasta Primavera**

(Vegetarian Friendly)

Seasonal Vegetables Sautéed with Fresh Garlic, Shallots, Fresh Herbs, Lemon and Olive Oil and Tossed with Linguini.

\$18.99

*This entrée omits the selection of a starch.

**This entrée omits the selection of a starch and vegetable.

Additional Details

Additional charges may apply for multiple entrée requests.

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

All plated meals include Coffee, Iced Tea and Water.

BUFFET DINNER SERVICE

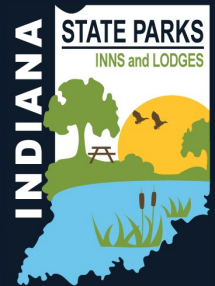
MENU HIGHLIGHTS

Pricing Per Person: \$22.99—2 Entrée
\$24.99—3 Entrée

Minimum Guest Count: 30 People

Entrées: 2 or 3
Salads: 1 & 1
Vegetables: 2
Starch: 1

Bread Presented on the Buffet



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BEEF ENTREES

BBQ Beef Brisket

Slow Cooked Beef Brisket Topped with BBQ Sauce

Swiss Steak

Braised Beef Stewed in a Mushroom Sauce

Sliced Roast Beef

Tender Roast Beef in a Mushroom Au Jus

PORK ENTREES

Honey Glazed Ham

Mustard Strout Glaze

Pulled Pork

Slow Roasted Pulled Pork Topped with BBQ Sauce

Herb Roasted Pork

Tender Loin of Pork Roasted with Herbs and Spices

CHICKEN ENTREES

Chicken Marsala

Sautéed Breast of Chicken with a Mushroom Marsala Wine Sauce

Chicken Cordon Bleu

Tender Breast of Chicken Stuffed with Ham and Swiss Cheese

Herb Roasted Chicken

Seasoned Bone-In Chicken
Oven Roasted with Herbs and Spices

Indiana State Park Inns Fried Chicken

Hand Breaded and Fried
Additional \$1.00 Per Person

PASTA ENTREES

Baked Lasagna

A Rich Tomato Sauce with Ground Beef
Layered with Cheese and Lasagna Noodles

Pasta Alfredo

Seasonal Vegetables Sautéed with Fresh Garlic, Shallots, Fresh Herbs, and Tossed in a Alfredo Sauce and Linguini

Additional Details

Two Entrees: \$22.99 per person / Three Entrees: \$24.99 per person

If the minimum number of persons is not met, a surcharge [(Minimum -Guaranteed) x \$15.00] will be added.

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

All plated meals include Coffee, Water and Iced Tea OR Lemonade

SALAD, STARCHES & VEGETABLES

1 Starch and 2 Vegetables for Buffet Meals

1 Starch and 1 Vegetable for Plated Meals



SIDE SALADS

House Salad

Iceberg lettuce mixed with carrots and red cabbage; topped with tomato, cucumber, red onion and croutons

Served with Ranch and Italian

Caesar Salad

Romaine lettuce tossed with parmesan cheese, red onion, seasoned croutons

Caesar dressing on the side

BUFFET SALADS

Pasta Salad

Cole Slaw

Potato Salad

STARCHES

Mashed Potatoes

Served with a Rich Brown Gravy

Roasted Red Potatoes

Wild Rice Pilaf

Mac-n-Cheese

Additional \$1.00 per person

Tri Colored Roasted Potatoes

Sweet, Golden, and Red Potatoes

Additional \$1.00 per person

Roasted Smashed Potatoes with Herb Butter

Additional \$1.00 per person

VEGETABLES

Grilled Zucchini & Squash

Glazed Carrots

Corn

Steamed Broccoli

Fresh Grilled Green Beans

Bacon & Bleu Cheese

Brussel Sprouts

Additional \$1.00 per person

Additional Details

Some items may be subject to seasonal availability.

Some items may not be available based on the number of people to be served.

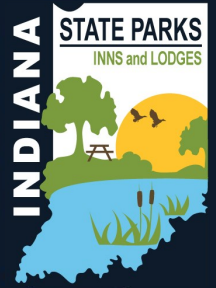
All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

DESSERTS

Priced Per Piece

Inn to cut outside cake provide Plates, Forks, and Napkins - Cake Cutting Fee \$100

Inn to provide Plates and Forks for outside cake - Guest to cut \$2.99 per person



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A LA CARTE DESSERTS

Granny Cake

Moist white Cake with a Caramel, Pecan and Coconut Topping
\$2.99

Texas Sheet Cake

Moist Chocolate Cake with a Chocolate Fudge Icing
\$2.99

Carrot Cake

\$3.99

Chocolate Mousse Cake (Quantities of 8)

\$3.99

New York Style Cheesecake (Quantities of 10)

Available with a Variety of Toppings
\$4.99

Seasonal Fruit Pies (Quantities of 8)

\$2.99

Pecan Pie (Quantities of 8)

\$2.99

Sugar Cream Pie (Quantities of 8)

\$2.99

Seasonal Fruit Cobbler (Minimum 15 Guests)

\$2.99 per person

Vanilla Ice Cream

\$1.99 added to any dessert -or- \$2.99 by itself

PACKAGES

Small Bite Dessert Bar

Cheesecake, Brownies, and Lemon Squares
\$7.99

Sundae Bar

(1 Hour Serve Time)

Ice Cream Flavors: Vanilla,
Strawberry & Chocolate
Toppings: Chocolate Chips,
Sprinkles, Nuts, Whipped Cream,
Maraschino Cherries, M&M's,
Chocolate Syrup and Caramel Syrup
\$7.99

Standard S'mores

Marshmallows
Hershey's Chocolate Bars
Graham Crackers
\$2.99

Ultimate S'mores

Variety of Marshmallows
Hershey's Chocolate Bars
Reese's Peanut Butter Cups
Ghirardelli Chocolates
Chocolate Chip Cookies
Graham Crackers
\$4.99

ALCOHOLIC BEVERAGES

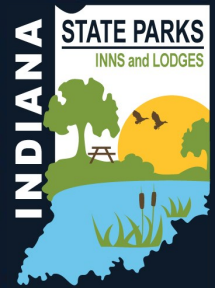
MENU HIGHLIGHTS

Beverage Ware

Plastic

Set-Up Fee: \$150.00 per bar (Additional \$50 for Fifth Cash /Consumption Bar Hour)

Bar Minimum \$250.00



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A LA CARTE BAR OPTIONS

Liquor

Call Level Brands \$5.00 per drink

Premium Level Brands \$6.00 per drink

Bottled Beer

Domestic Level Brands \$3.50 per bottle

Premium Level Brands \$4.50 per bottle

Keg Beer

Domestic Level Brands: Budweiser, But Light, Coors Light, Miller Lite

\$299.00 per keg

Premium Level Brands *Pricing to Vary*

Wine

Del Italia House Wine

Chardonnay, Cabernet Sauvignon, Merlot, Moscato, White Zinfandel

\$5.00 per glass

\$22.00 per bottle

Sparkling Wine

\$22.00 per bottle

Sparkling Grape Juice

\$9.99 per bottle

Soft Drinks

Pepsi, Diet Pepsi, Starry, Root Beer

Additional selections available upon request

\$2.99 each

Additional Details

All Packages are Based on the Guaranteed Guest Count and are Based on Four Hours, an Additional Hour may be Purchased.

All Special order Beverages must be paid in full as ordered.

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

PACKAGES

Pop Package

Pepsi, Diet Pepsi, Starry,

Root Beer

\$4.99 (4 Hours)

\$5.99 (5 Hours)

Beer & Wine Package

Domestic Keg Beer, Brand

Chosen by Inn

Del Italia House Wine

Soda Package

\$16.00 (4 Hours)

\$18.00 (5 Hours)

Snow Package

Call Level Brand Liquors

Domestic Keg Beer, Brand

Chosen by Inn

House Brand Wine

Soda Package

\$22.00 (4 Hours)

\$25.00 (5 Hours)

James Package

Call & Premium Level Brand

Liquors

Domestic Keg Beer, Brand

Chosen by Inn

House Brand Wine

Soda Package

\$30.00 (4 Hours)

\$34.00 (5 Hours)

BEVERAGE GUIDELINES



Cash Bar Option

Your guests will be charged for their choice of beverage. Bar minimum still applies.

Host Bar Option

The bartender will tally all beverages served and the final total will be added to the final bill.

Combination Bar Option

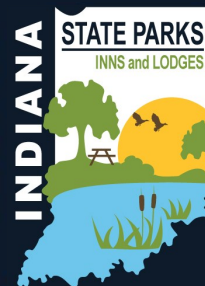
You may choose to offer some items to your guests in the form of a host bar while having some items offered on a cash basis.

Beverage Policies:

- A set-up fee of **\$150.00 per bar** will be assessed. For all cash and consumption bars **\$50.00** will be applied for the fifth hour.
- All bars are subject to a **\$250.00 minimum** in sales, if minimum is not met, the amount remaining will be charged
- Bars are limited to a maximum of 5 hours and must conclude by **11:00 p.m.**
- All host bar purchases and packages are subject to all applicable state and local taxes.
- All host bar purchases and packages are subject to an 18% service charge.
- Bar packages will be charged based on the guaranteed minimum count due 14 business days prior to the date of the event, or the actual count, whichever is greater.
- Guests must be 21 years of age or older and be able to provide a valid I.D. to be served alcohol.
- The Inn reserves the right to refuse beverage service to any guest at the Inn's discretion.
- The Inn is the only licensed authority to sell and serve alcoholic beverages for consumption on premise. Any outside alcoholic beverages found in the banquet rooms will be confiscated.
- All alcoholic beverage service must remain in the contracted banquet space.
- Prices are subject to change, prices are not guaranteed until 30 days prior to event date.
- Any special orders for liquor, beer or wine will be charged for 100% of the amount ordered.
- Product availability is subject to change without notice.
- The Inn, without exception, will enforce all local, state and federal laws as well as all DNR and Inn's policies and procedures.

Additional Details

WEDDING ADD-ONS



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Wedding Arch **\$200**

Traditional or Hexagon - Includes Inn Decorating

Sundeck Chair Rental **\$200**

Inn Employees to set

Cake Cutting Fee **\$100**

Includes use of Inn's China and Silverware

Use of Inn's Plates and Forks **\$2.99pp**

Guest to cut cake Inn to provide Forks and Plates

Colored Linen Napkins **.15 per napkin**

Check with sales for color options

Inn's Centerpieces **\$30 Per Table**

Check with Sales for options

Wood Rounds for Centerpieces **\$10 Per Table**

Chair Covers / Sashes

Check with Sales for options

Staging

Check with Sales for options

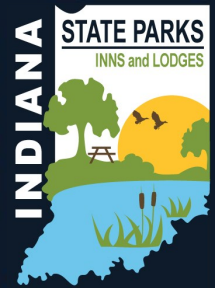
Room Rental Includes House Linen and Napkins (Black or White), House Chairs, China, Silverware, and setup of Inn's Tables

Guest Counts of 200 guests or more will require a \$225 Security Fee

Additional Details

All audio visual items are subject to a 18% service charge and all applicable sales taxes.

AUDIO VISUAL EQUIPMENT



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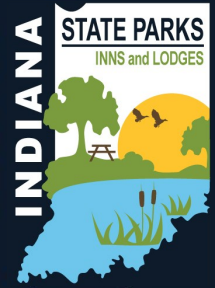
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|----------------------------------|-----------------|------------------------------------|---------------------------|
| Projector Package | \$100.00 | Stage | <i>Inquire with Sales</i> |
| LCD Projector | | Wall Screen | \$50.00 |
| Screen | | Large Portable Screen | \$30.00 |
| Projector Cart | | Motorized Drop Screen | \$50.00 |
| Power Strip/Extension Cord | | (Use in the Lake James Ballroom) | |
| 60" Smart TV w/Sound Bar | \$100.00 | Standing Podium | \$25.00 |
| Video Conference Package | \$50.00 | Premium Podium | \$50.00 |
| USB Camera | | Table Top Podium | \$15.00 |
| USB Microphone | | Flip Chart w/ Markers | \$25.00 |
| Table Top Tri-Pod | | Dry Erase Board | \$15.00 |
| AV Connectors | | Projector Cart | \$10.00 |
| Portable Sound Box w/ Mic | \$50.00 | Power Strip | \$10.00 |
| Music Speaker System | \$200.00 | Easel | \$10.00 |
| Wired Microphone | \$25.00 | Slide Advancer for Computer | \$10.00 |
| Wireless Mic - Handheld | \$25.00 | | |
| (Use in the Lake James Ballroom) | | | |
| Wireless Mic - Lapel | \$25.00 | | |
| (Use in the Lake James Ballroom) | | | |

Additional Details

All audio visual items are subject to a 18% service charge and all applicable sales taxes.

ROOM CAPACITIES

Maximum capacities may not allow for such things as dance floors, buffet tables, bar service, presentation tables and other such items.



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| Meeting Room | Theater | Classroom | Conference | Reception | Dining | Dinner/Dance | U-Shape | Width (Ft) | Length (Ft) | Total Sq. Ft. | Daily Pricing |
|----------------|---------|-----------|------------|-----------|--------|--------------|---------|------------|-------------|---------------|---------------|
| Lake James | 500 | 150 | - | 350 | 400 | 350 | - | 56' | 105' | 5926 | \$2,500 |
| Sun Deck | 250 | - | - | - | - | - | - | - | - | - | - |
| Stillwater | 30 | 20 | 12 | 40 | 40 | - | - | 22.5' | 17' | 382 | - |
| Snow Lake | 100 | 60 | 36 | 80 | 80 | 50 | 65* | 23.5' | 53.5' | 1273 | \$425 |
| A | 40 | 30 | 20 | 40 | 40 | 20 | 20* | 23.5' | 24.5' | 581 | \$225 |
| B | 60 | 30 | 20 | 40 | 40 | 20 | 30* | 23.5' | 29.5' | 692 | \$225 |
| Crooked Lake | 100 | 60 | 36 | 80 | 80 | 50 | 65* | 23.5' | 47' | 1114 | \$425 |
| Jimmerson Lake | 50 | 25 | 20 | 40 | 40 | 20 | 25* | 23.5' | 35 | 808 | \$300 |
| A | 25 | 16 | 12 | 20 | 20 | - | 12* | 23.5' | 17 | 392 | \$175 |
| B | 25 | 16 | 12 | 20 | 20 | - | 12* | 23.5' | 18 | 416 | \$175 |
| Wig Wam | 60 | 30 | 28 | 50 | 50 | 30 | 30* | 26.5' | 38.5' | 1012 | \$325 |
| Directors | - | - | 10 | - | 10 | - | - | 13' | 27.5' | 358 | \$200 |
| Courtyard | 40 | - | - | - | - | - | - | - | - | - | \$500 |

* Seating Inside/Outside

Total Sq. Ft. 10,873

| | | | |
|--|------------------------|------------------------------|----------------|
| <p>Theater Style</p> | <p>Classroom Style</p> | <p>Conference Style</p> | <p>U-Shape</p> |
| <p>Reception/Dinner Dance Round Tables</p> | | <p>Dining Banquet Tables</p> | |

Additional Details

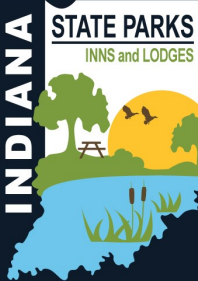
Maximum capacities may not allow for such things as dance floors, buffet tables, bar service, presentation tables and other such items. Please contact the sales department for more information on room set-up.

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

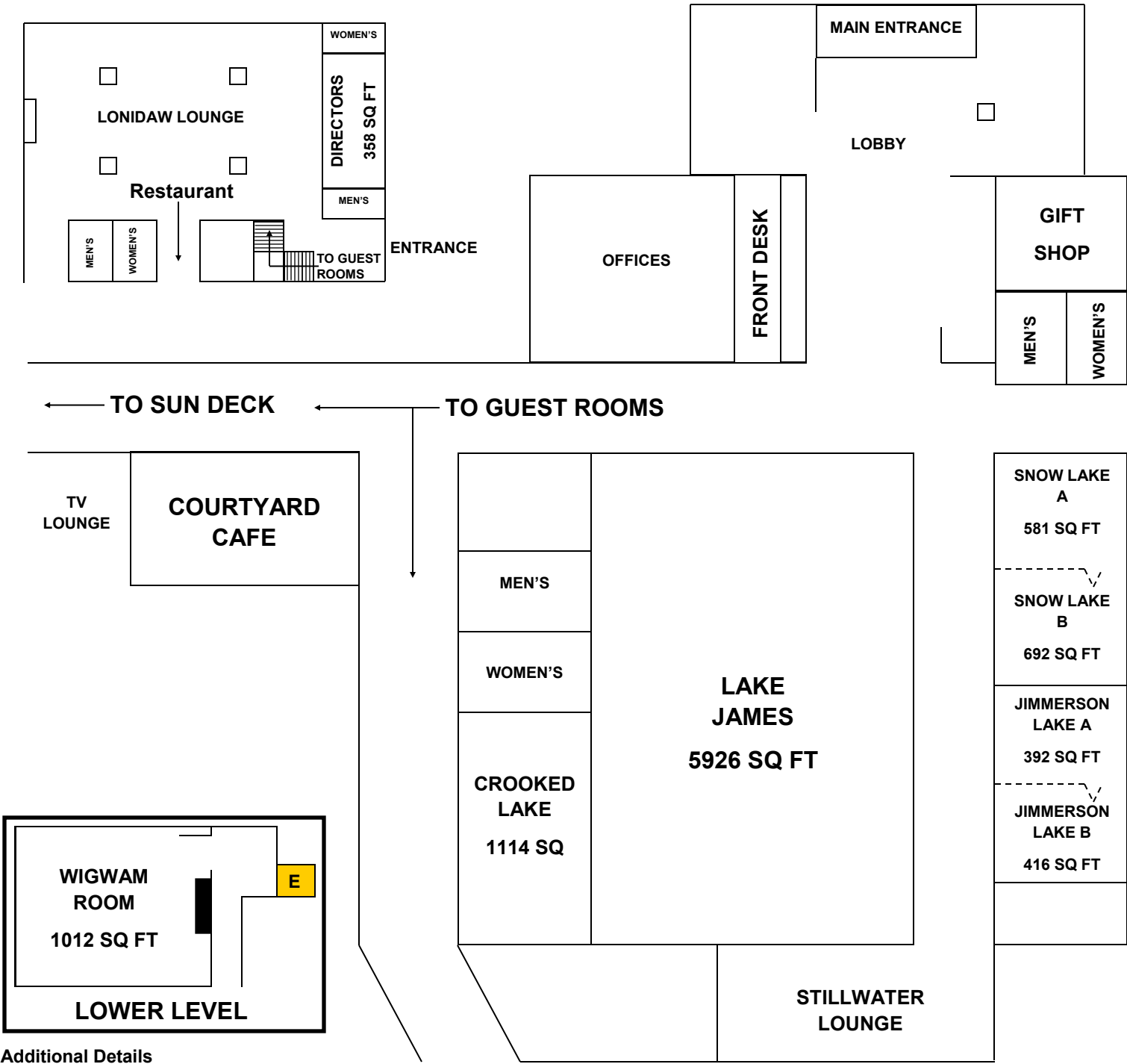
CONFERENCE CENTER FLOOR PLAN

HOTEL HIGHLIGHTS

- 123 Guest Rooms & 3 Inn Suites
- 8 Historic Cabins & 4 Cabin Suites
- 10,000+ Square Feet of Meeting Space
- 8 Various Sized Meeting Rooms
- Lobby, Lounge, Library & TV Lounge
- Indoor Pool/Spa Tub/Sauna
- Game Room
- Exercise Room
- Gift Shop



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Additional Details

Floor plan is not to scale and is only meant for informational purposes.

All food and beverage items are subject to a 18% service charge and all applicable sales taxes.

EVENT POLICIES

Page 1 of 2



Food & Beverage Service

It is the policy of the Inn that all food and beverage service in the banquet rooms must be purchased from the Inn. The only exception to this will be celebration cakes or equivalent (i.e. desserts or birthday cupcakes). If any outside food and beverage items are brought into the banquet rooms, the Inn reserves the right to remove the items and a \$250 fee will be added to the bill. It is the policy of Indiana State Park Inns, that no food or beverage items may leave the facility at the conclusion of the event.

Alcoholic Beverages

Indiana State Law requires that all alcoholic beverages be provided and dispensed by the Inn's employees and bartenders. All bar service must conclude no later than 11:00 p.m., and may not exceed a total of five hours of service. Alcoholic beverage service may be denied to those who appear to be intoxicated and/or can not provide proper identification to show proof of age. Please note that the Inn follows all rules and laws as established by the Indiana Alcoholic Beverage Commission. Individuals not acting responsibly at an event will be asked to leave the premises. Potawatomi Inn reserves the right to close the Bar Service if group is not acting responsibly. **NO** Alcoholic beverage can be removed from the premises per Indiana State Park Inns policy. There will be a Security Charge of \$225.00 assessed to groups over 200, serving liquor for their event.

Meeting Rooms

The Inn assigns Meeting Rooms according to the anticipated number of guests. Should the number of guests increase or decrease, the Inn reserves the right to reassign meeting rooms accordingly. Fireworks, fog, glitter or confetti are not allowed in the State Park or room. Decorations may not deface any of the property. Candles can be used as centerpieces but the flame must be contained in an approved non-flammable container. Any damage to the meeting room facade, linens and/or equipment will be charged to the group that inhabits the meeting space.

Deposit/Payment

The Inn requires a 100% advance deposit on the room rental fee at time of booking along with a signed confirmation.

The full payment of the balance due 14 days prior to the function. All individual guest rooms must have a deposit equal to the first night's lodging cost. Group room blocks will be notified of the amount of deposit needed to hold rooms. Functions will not be confirmed until the Sales Office receives the signed contract with deposit. Any incidental charges must be paid at the conclusion of your event. Any accounts to be billed must be established through the Sales office in advance of the event. All no shows will be billed to the master account for the first night's stay.

Guaranteed Number

The Sales Office must receive a guaranteed number no later than 14 days prior to the date of the scheduled banquet, the number may increase after that date, but cannot decrease. Any increase after 14 days will become the new guaranteed number and cannot decrease from that point. If no final number is received, the number indicated on the original agreement will be considered the correct number. If additional meals are served, they will be charged at the quoted price. Reduced or complimentary children's prices may not exceed 10% of the guaranteed number.

Menu Selection

Menu selections should be made no less than four (4) weeks prior to the event to ensure availability of product.

Pricing

The hotel and restaurant cannot guarantee prices beyond 90 days prior to arrival. Prices do not include a service charge or tax. Room rates are established at time of booking and will be outlined on the Banquet Confirmations. Current menu pricing will be communicated when menu selections are made, but not prior to 90 days of the event. All products and service will be charged all applicable federal, state and local taxes. In accordance with Indiana Tax Bulletin #10 Non-Profit groups are **NOT** Tax-Exempt for overnight rooms or food ordered. They are **ONLY** Tax-Exempt on meeting room rental. Please see the Sales Office for further details. A valid ST-105 Indiana Tax Exempt Certificate must be provided by any tax exempt organization. State agencies are exempt from paying any and all state and local taxes.

Service Charge

A 18% Service Charge will be applied to all products purchased from the property. This includes all food, alcohol, A/V and equipment.

EVENT POLICIES

Page 2 of 2



Rooming List

A completed rooming list is required 60 days prior to arrival. Any additional rooms blocked and not assigned on the rooming list will be released for sale to the general public at this time. Check-in time is 4:00pm. We cannot guarantee early check-in. Guests will be accommodated as rooms become available. Check-out time is 11:00 a.m.

Multiple Plated Entrees

Multiple plated entrée requests will incur a \$2.00 per person surcharge for each additional entrée selection. A surcharge does not apply for including one children's entrée and/or one vegetarian/vegan option

Buffet Minimums

A minimum number of guests are required for buffets, if minimums are not met, a per person surcharge will apply. See menu for details.

Items Rented From Outside Vendors By The Booking Party

Indiana State Park Inns are not responsible for items rented from outside vendors, i.e. electronic equipment, furniture or decorations to be used during any wedding ceremonies, parties, dances, meetings or banquets. The booking party needs to make arrangements for setting up, storing and returning all such rented items. All such items are to be removed at the end of the event unless prior arrangements have been made with the Sales Office and proof of insurance has been filed.

Duration of Service

Packaged Breaks will remain set-up for one hour in duration, unless noted otherwise. Dinner buffets will remain no longer than one hour and 30 minutes in duration.

Room Changes/Flips

If a meeting room setup needs to be changed, due to changes by client after approval of floor plan/B.E.O., there is a \$250.00 minimum fee that will be charged.

Lost, Damaged or Stolen Merchandise

Indiana State Park Inns assume no responsibility for lost or stolen items in any area of the facility. Any items left at the property are not covered by the Inn's insurance. Any property left at the facility for 30 or more days becomes the property of the Inn. Compensation for any lost, damaged or stolen merchandise belonging to the Inn/Lodge will be the responsibility of the booking party.

Vendor Permits

Indiana State Parks reserves the right to approve any vendor selling merchandise while on property. A vendor permit is required and can be obtained by applying to the State of Indiana. Applications are available through the Sales Office. Proof of insurance must be provided and kept on file in the sales office.