

POLICIES AND PROCEDURES

GUARANTEE & CANCELLATION

The sales office must be notified of the exact number of guests attending the event 7 business days prior to the event. If the sales office has not been notified within the time frame specified, the number of guests anticipated from the event reservation will become the exact attendance guarantee and the client will be charged for that amount. The Casino can set for 5 percent over the attendance expected upon request. Should your exact attendance fall below 25 percent of your estimated attendance, the standard room rental charge for the room or food and beverage minimum will apply. We reserve the right on any cancellation less than one month prior to the function date to charge the standard room rental.

FOOD & BEVERAGE

Final menu selections are required 7 business days prior to the event. All events that are booked in less than 7 days prior to the event date must have menu selections at the time of the booking. Food brought in from an outside source must be approved by the Sales Staff personnel. No Beverages will be permitted to be brought into the Banquet Rooms from an outside source by the patron or his/her guests. Food and Beverage purchases through the Casino Banquet Department may not be taken off the Casino Complex by the customer. All prices are subject to change, buy may be guaranteed up to 60 days prior to the event.

LABOR CHARGE

A charge of \$25.00 is assessed to all meal functions when less than 25 guests are guaranteed.

BILLING

An 18 percent service charge will be applied on the total sales of food and beverage. Fifty percent payment of anticipated charges will be required three weeks prior to an event. The balance is due at the time of the exact attendance guarantee. Any additional charges must be paid at the completion of the event. Any discrepancies in counts or charges must be identified and resolved at this time.

AUDIO VISUAL

Audio visual supplies are available through the Sales Department. A 48 hour advance notice is required for equipment. Contact the Sales Office for details.

SHIPMENTS

The client is responsible for the arrangements and expenses of shipping materials, merchandise, exhibits, or other items to and from the Casino. The Casino must be notified in advance of shipping arrangements to insure their acceptance upon arrival at the Casino. All materials shipped to the Casino must be picked up on Friday no later than 4:00p.m.

BANQUET & MEETING ROOMS

Function rooms are assigned by the number of people anticipated. If attendance drops or increases substantially, the Casino reserves the right to change the group to a room suitable for the attendance. The function planner will be notified of the change as soon as possible. As other groups may be utilizing the same room, prior to, or following your function, please adhere to the time agreed upon. Should your time schedule change, please contact the Sales Office and every effort will be made to accommodate you.

COAT CHECK

The Casino will provide complimentary coat check when applicable.

DECORATIONS

Table decorations and other floral arrangements can be ordered through the Sales Department.

To fully decorate.....\$300.00

MUSIC & ENTERTAINMENT

The Sales Department will be pleased to arrange for music and/or entertainment. Should the guest arrange for his own entertainment or musical group, it is necessary that a copy of the signed contract be provided to the Sales Department in advance of the scheduled function.

LCO Casino, Lodge & Convention Center
13767 W. County Rd. B
Hayward, WI 54843
(715) 634-5643
1-800-LCO-CASH

LIABILITY

LCO CASINO LODGE AND CONVENTION CENTER is not responsible for equipment, materials, etc. that are brought onto the property. The client agrees to be responsible for any damages done to the function rooms or other rooms damaged by the client, their guests, or any other agents under the client's control. The use of staples, nails, or other substances to affix items to the wall is not allowed. The Casino can arrange for banners to be hung. The Casino shall not be liable for non-performance of this contract when such non-performance is attributable to labor trouble, disputes or strikes, accidents, government (Federal, State, and Municipal) regulations of, or restriction upon travel or transportation, no availability of food, beverage or supplies, riots, national emergencies, acts of GOD and other causes whether expressly provided herein or not, which are beyond the reasonable control of the Casino preventing or interfering with the Casino's performance. In such event, the Casino shall not be liable to the customer for any damages, whether actual or consequential which may result from such non-performance.

We at the Lac Courte Oreilles Casino Lodge and Convention Center want your event to be the best it can possible be. If there are any other services or equipment that you may need, please let us know. We would be happy to make any additional arrangements that will make your event a success.

ALL PRICES SUBJECT TO CHANGE.

EQUIPMENT RENTAL

4 X 8 Stage Available	\$10.00 (per section)	Table with Skirting	\$8.00
Flipchart with Pad and Markers	\$10.00	Pipe and Drape	\$1.00 (per foot)
Color Monitor 19 1/2" VHS Video	\$25.00	Overhead Projector	\$15.00
5 X 5 Tripod Screen	\$10.00	Easel	\$5.00
Microphone (Hand Held)	\$10.00	Lectern with Base	\$10.00
Microphone (Wireless)	\$20.00		

Also available is our 10 X 20 Large Projection TV with VCR - \$25.00

Table and Chairs are included in rental fee.

For all other needs please contact our Sales Department.

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BANQUET LIQUORS

ITEM	CASH BAR
Highballs.....	\$3.75
Martinis.....	\$4.75
Beer – Domestic (Bottle).....	\$3.00
Beer – Import (Bottle).....	\$3.00
Wine (Chardonnay, White Zinfandel).....	\$2.50
Water.....	\$1.00
Juice.....	\$1.00
Soft Drinks.....	\$0.50
Bottles of Champagne (Asti).....	\$12.00
Keg of Beer.....	\$95.00

Host bar includes: ice, mix, glasses, napkins, garnishes and stir sticks.

\$18.00 per hour charge for 2 bartenders.

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MEETING & SPECIALTY BREAKS

Meeting Breaks

Assorted Bagels.....	\$6.00 (dozen) ~ \$3.50 (1/2 dozen)
Assorted Doughnuts.....	\$7.00 (dozen) ~ \$4.00 (1/2 dozen)
Assorted Danish or Muffin.....	\$15.00 (dozen) ~ \$8.00 (1/2 dozen)
Cookies.....	\$7.00 (dozen) ~ \$4.00 (1/2 dozen)
(Oatmeal, Raisin, Chocolate Chip or Peanut Butter)	

Specialty Breaks

AFTERNOON DELIGHT

Fresh Baked Cookies

Muffins & Bagels

Coffee, Tea or Juice

\$3.95 per person

CONTINENTAL SUNRISE

Assorted Pastry

Muffins & Bagels

Coffee, Tea or Juice

\$3.95 per person

ALL PRICES SUBJECT TO CHANGE

HORS D'OEUVRES

SNACKS

Bowl of Chips.....	\$8.00
Bowl of Pretzels.....	\$5.00
Bowl of Snacks.....	\$20.00
Mixed Nuts (per can)	\$15.00
Nachos & Salsa.....	\$15.00

COLD

Iced Shrimp.....	100 pcs.....	\$75.00
Deviled Eggs.....	100 pcs.....	\$25.00
Finger Sandwiches.....	100 pcs.....	\$45.00
Fruit Tray.....	serves 25.....	\$40.00
Fresh Vegetables & Dip.....	serves 25.....	\$30.00
Cheese & Crackers.....	per pound.....	\$6.00
Deli Meat Tray.....	serves 25.....	\$60.00
Assorted Cold Canapés.....	100 pcs.....	\$75.00
Relish Tray.....	serves 25.....	\$35.00

HOT

Chicken Drumsticks.....	100 pcs.....	\$60.00
Meatballs – BBQ or Sweet & Sour.....	100 pcs.....	\$30.00
Egg Rolls.....	100 pcs.....	\$65.00
Cocktail Franks.....	100 pcs.....	\$20.00
Chicken Strips.....	100 pcs.....	\$70.00
Mozzarella Sticks.....	4 lbs.....	\$30.00

ALL PRICES SUBJECT TO CHANGE

BREAKFAST MENUS

DOUBLE DIAMOND DELIGHT

- Scrambled Eggs
 - Breakfast Potatoes
 - Fresh Fruit
 - Breakfast Breads
- \$4.95 per person**

PARTY CLUB PREMIUM

- Scrambled Eggs
 - Breakfast Potatoes
 - Choice of Ham, Bacon or Sausage
 - Fresh Fruit
 - Breakfast Breads
- \$6.50 per person**

GAMBLER'S SPECIAL

- Scrambled Eggs
 - Breakfast Potatoes
 - French Toast
 - Choice of Ham, Bacon or Sausage
 - Fresh Fruit
 - Breakfast Breads
- \$6.95 per person**

CONTINENTAL SUNRISE

- Assorted Pastry, Muffins & Bagels
- \$3.95 per person**

All breakfast buffets include coffee, tea or chilled juice.

ALL PRICES SUBJECT TO CHANGE

LUNCHEON MENUS

LUNCH BUFFET MENUS

SANDWICH, SALAD & SOUP

Variety of Meats & Cheeses featuring: Roast Beef, Turkey & Ham
American, Swiss, Pepper Cheeses, Assortment of Breads
Choice of Potato Salad or Tossed Green Salad
Pickles & Condiments, Soup, Cookies

ADD ONS:

Hamburger Hot Dish - \$1.00

\$8.95 per person

SPAGHETTI

A rich tomato sauce with Italian spiced
Beef is lavished over al dente spaghetti
Tossed Salad and Garlic Toast

\$5.95 per person

All items include coffee, tea or soda.

COLD SANDWICH MENUS

#1

Choice of Ham, Turkey or Roast Beef
Served on Whole Wheat or Marble Rye
Assorted Cheeses
Potato Chips & Dill Pickle
Fresh Baked Cookie

\$5.95 per person

#2

Choice of Roast Beef, Smoked Turkey, Pastrami or Corned Beef
Served on Assorted Breads
Choice of Cole Slaw, Potato Salad or Pasta Salad
Vegetable Tray with Dip & Pretzel Sticks
Mini Cheesecake

\$7.95 per person

#3

Chicken Caesar Wrap
Potato Chips & Brownie

\$7.95 per person

BEVERAGES

Soft Drinks, Mineral Water
Fruit Juice, Coffee, Decaf
Hot Tea, Iced Tea, Milk

\$1.00 per person

ALL PRICES SUBJECT TO CHANGE

DINNER BUFFET MENUS

Build your own dinner buffet choices

MEAT CHOICES

Smoked Ham
Fresh Roasted Turkey
Prime Rib*
Roast Pork
Baron of Beef
Herb Roasted Chicken
Lemon Pepper Baked Fish
Swiss Steak

COLD SALADS

Caesar Salad
Garden Salad with Dressing Choices
Cole Slaw
Traditional Potato Salad
Marinated Pasta Salad

POTATOES, RICE & PASTA

Mashed Potatoes
Au Gratin Potatoes
Parsley New Potatoes
Scalloped Potatoes
Baked Potato with Sour Cream
Rice Pilaf
Fettuccini Alfredo

HOT VEGETABLES

Glazed Carrots
Green Bean Almandine
California Blend
(Broccoli, Cauliflower, Carrots)

One Meat, One Potato, Rice or Pasta, One Cold Salad, Two Hot Vegetables - \$8.95 per person

Two Meat, Two Potato, Rice or Pasta, Two Cold Salads, Two Hot Vegetables - \$9.95 per person

Buffet includes Coffee, Tea or Soda. Minimum 50 people for buffet. *Prime Rib \$2.00 added on to each

Assorted Desserts \$1.95

\$30.00 Extra for Carver

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