



CEDAR LAKES  
CONFERENCE CENTER

82 FFA Drive Ripley, WV 25271

(304) 372-7860 Phone

[www.cedarlakes.com](http://www.cedarlakes.com)

**RESERVATION USE ONLY**

Review Authorization \_\_\_\_\_

Acceptance Authorization \_\_\_\_\_

**BANQUET  
CONTRACT**

**Date contract prepared:** \_\_\_\_\_

**Name of Group:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Tax Exempt Number (If Applicable):** Please provide exemption certificate if applicable.

**Date of Banquet:** \_\_\_\_\_

**Required Non-refundable deposit:** **\$500**

**Time of Arrival:** \_\_\_\_\_

**Time of Event (what time will your group be dining):** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**MEETING SPACE**

Meeting Space	Cost** (taxes not included)	Start Date	End Date	Check-in Time	Check-out Time	# of Attendees
Main Dining Room	\$450.00 (if over 2.5 hour time limit)					
Medium Dining Room	\$150.00 (if over 2.5 hour time limit)					

**Please fill out the following information to enable us to better serve you.**

- Chair Slip Covers available for **\$1.50 extra per chair**. Available in White for large banquets up to 200, Maroon up to a 70 person banquet, or Black up to a 50 person banquet.

\_\_\_\_\_ **White** \_\_\_\_\_ **Maroon** \_\_\_\_\_ **Black**

- White Table Covers are provided with our banquet at no additional charge.

- Napkin Colors (select one below) at no extra charge:

Red \_\_\_\_\_ White \_\_\_\_\_ Gold \_\_\_\_\_ Green \_\_\_\_\_ Black \_\_\_\_\_ Blue \_\_\_\_\_

- \_\_\_\_\_ Number to be seated at the head table

- Do you need a: **Podium** \_\_\_\_\_ **Piano** \_\_\_\_\_ **P. A. System** \_\_\_\_\_ **Microphone** \_\_\_\_\_

**Stemware (\$1 per person)** \_\_\_\_\_ **Round Tables (\$150)** \_\_\_\_\_ **Projector (\$50)** \_\_\_\_\_

## BANQUET

*Groups must have a minimum of 30 guests. All banquets come with an entrée, an appetizer, soup & salad bar, hot rolls, 2 vegetables, dessert, and the following beverages: coffee, Iced Tea, Lemonade, Fruit Punch, white/chocolate milk.*

Entrée	Cost	Selection	Dining Style	<i>Please select one entrée item. You may select two entrée items if your banquet is catering to 60 or more individuals.</i>
Oven Fried Chicken	\$14.50	_____	Cafeteria	_____
Stuffed Chicken Breast	\$14.50	_____	Buffet	_____
Turkey & Dressing	\$14.50	_____		(add \$1.50)
Roast Beef Rollups	\$14.50	_____		
Baked Steak	\$14.50	_____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Appetizer (Select One)</b></p> <p>Cheese Cubes w/ Fruit _____</p> <p>Mini Cheeseball w/ Fruit _____</p> <p>Vegetables &amp; Dip _____</p> </div> <div style="width: 45%;"> <p><b>Soup &amp; Salad Bar (Select a Soup)</b></p> <p>Broccoli Soup _____</p> <p>Potato Soup _____</p> <p>Vegetable Soup _____</p> </div> </div>				
<p><b>Vegetable (Select Two)</b></p>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Au Gratin Potatoes _____</p> <p>Broccoli w/ Cheese Sauce _____</p> <p>Buttered Corn _____</p> <p>Buttered Peas _____</p> </div> <div style="width: 45%;"> <p>Green Beans _____</p> <p>Mashed Potato _____</p> <p>(Gravy: Chicken, Turkey, Beef)</p> <p>Mixed Vegetables _____</p> </div> </div>				
<p><b>Dessert (Select One)</b></p>				
<i>You may select two dessert items if your banquet is catering to 60 or more individuals.</i>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Bread Pudding _____</p> <p>Cobbler (Apple, Cherry, Peach) _____</p> <p>Pie (Apple, Cherry, Pumpkin, Pecan) _____</p> <p>Cheese Cake (Cherry, Strawberry) _____</p> </div> <div style="width: 45%;"> <p>Carrot Cake _____</p> <p>Lemon Lush _____</p> <p>Chocolate Sin _____</p> <p>Pumpkin Roll _____</p> </div> </div>				
<p><b>Salads</b></p>				
<p>Pre-Set salads \$2.50 per person. _____</p>				

## TIMELINES/SPECIAL INSTRUCTIONS

When the initial reservation is made, Cedar Lakes requires an estimate of the number of people. We need a signed contract to be returned to us within 30 days of receipt of contract.

**An exact count of the number to be served must be provided 48 hours (2 days) in advance.**

The sponsoring group is expected to pay for the final number of meals ordered. **There is a 2 ½ hour limit on banquets. If you choose to go over the 2 ½ hour time limit you will be billed for the cost of each dining room that is used. The dining hall may not be available for early arrival due to other groups dining prior to our banquets. Please check with our food service supervisor to see if an early arrival for decorating or setting up is available.**

Due to food code regulations, food that is prepared and served for banquets cannot be packaged and transported from serving area by any guest unless a waiver is signed.

At least two weeks prior to the banquet, a representative of the group should meet with or call Kathy Major, Coordinator of Food Service, at (304) 372-7860 ext. 414.

## **GENERAL POLICIES**

A 6% WV Sales Tax will be included on all charges incurred at Cedar Lakes if a Tax-Exempt Form has not been submitted.

Individuals' balances are due at check-in. Group balances are due at checkout or within 30 days of first invoice. A 1 ½ percent finance charge will be assessed if accounts are not paid in full within thirty days of invoice. This charge will be added every thirty days until the account is paid in full.

The Group recognizes and agrees that it will conduct its affairs in a reasonable and responsible manner. Specifically, the Group agrees that it will use the premises which it has rented in a manner that does not create risk of harm to members of the group, the group's guests, or other Cedar Lakes guests not connected with the group and/or the event.

The Group shall be solely liable for any damage to Cedar Lakes' facilities or the Group's property resulting from acts of members of the Group or guests of the Group occurring in or upon Cedar Lakes' premises.

Cedar Lakes shall not be liable for non-performance of this contract when such non-performance is attributable to labor disputes or strikes, government regulation of (or restrictions upon) travel or transportation, non-availability of food or beverage, riots, national emergencies, weather related disasters and other causes enumerated herein or not, which are beyond the reasonable control of Cedar Lakes.

Cedar Lakes will not accept liability for personal property unless that property is secured under lock and key at the direction of, and by agreement with, Cedar Lakes' management. Furthermore, Groups sponsoring trade show, fund raisers, craft shows or other events involving significant quantities of merchandise should make their own arrangements for security personnel during the entire course of the event.

Cedar Lakes reserves the right to inspect, control or revoke all private functions in accordance to Cedar Lakes and West Virginia State Board of Agriculture policies and WV State Law.

Unless we receive adequate notice in accordance with the schedule below, an assessment will be charged in the event of a cancellation:

*25 – 30 Days from scheduled event – 10% Estimated Contract*

*15 – 24 Days from scheduled event – 25% Estimated Contract*

*6 – 14 Days from scheduled event – 50% Estimated Contract*

*0 – 5 Days from scheduled event – 75% Estimated Contract*

No smoking allowed in any lodging or meeting space. This includes electronic cigarettes. There is a \$150 fee for violators.

No open flames such as candles, chaffing dishes, etc. are permitted in the dining hall.

- \* If facilities are left in an unkept manner that is judged by Cedar Lakes Conference Center management to require extra cleaning time, a fee of \$150.00 per incident will be assessed.
- \* Items left at Cedar Lakes Conference Center will be held and may be claimed for one month. Any items not claimed at the end of one month will be discarded appropriately. There is a \$20.00 processing fee for any items that need to be returned by mail.
- \* Groups scheduling an event at Cedar Lakes Conference Center will be responsible for all damages to the property by members of their group. Charges for damages will be based on the cost of materials, labor, and transportation. Cedar Lakes Conference Center reserves the right to cancel future reservations for any group that incurs charges for damages in excess of \$500.00.
- \* All complaints must be filed prior to checkout to seek any type of refund. Refunds will be at Cedar Lakes' discretion.
- \* If a guest remits payment that is greater than the cost of their reservations and is below \$5.00; it is then the guest's responsibility to ask for the refund.

## **SEVERABILITY, INTEGRATION**

- \* In the event any term or condition of this Lease is found to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect. All disputes shall be governed by the laws of the State of West Virginia.
- \* This is the entire agreement between the parties. This agreement supersedes any and all prior agreements and understandings between the parties, whether oral or written. This agreement may not be amended or modified, except by a written agreement signed by all parties.

### **Group Confirmation and Acceptance**

*Our Group accepts these arrangements and further agrees to abide by the established policies and procedures of Cedar Lakes Conference Center, a public facility operated in partnership by the WV Department of Agriculture and the Cedar Lakes Foundation.*

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***Signature***

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***Title***

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***Date***

### **Cedar Lakes Confirmation and Acceptance**

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***General Manager***

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***Date***