

Melvin's on the Lake Reception Guidelines

Because Melvin's is not a typical banquet facility, we are recommending this guide to ensure a successful event.

Time: If you are having a dance, plan your ceremony late enough in the day, so that your dinner coincides with your dance time. Please allow for 1 and ½ hours between serving time and your dance.

Gifts: We suggest that you have "gift runners" to accept your gifts as they arrive for the convenience of your wedding guests. For your protection, we suggest that you provide a decorated box for your gift cards. All gifts and cards should be removed before the dance begins and or after the reception has been concluded.

Hosts: We suggest you have a host and or hostess for your event so that you can identify the wedding guests from Melvin's regular guests. These people can direct and inform your guests of all necessary information to do with your function here at Melvin's on the Lake.

Cake: Please have your Cake Designer contact us at least 48 hours prior to arrival so that we may set up delivery instructions. If you wish to have us cut and serve your cake, we can do so for a charge of \$1.00 a person.

Decorating: Decorating needs to be coordinated ahead of time. Please make arrangements for removing the decorations after the event. Melvin's assumes no responsibility for decorations after the event.

Wedding Dance: If you will be having a dance after the reception, you may hire the wedding band or DJ of your choice as long as Melvin's has not or will not be hiring other entertainment for the same night. This should be discussed and confirmed prior to booking entertainment. Please plan your dance time to start at 7:00 pm through 9:00 pm, as Melvin's Night Club opens to the public, at that time, unless prior arrangements have been made. Have your entertainment's agents' contact Melvin's Wedding Coordinator prior to your event to arrange their set up time and needs.

Financial Arrangements: A non refundable deposit of \$300 is required to hold your date.

Payment: The remaining balance will be due to Melvin's on the Lake the day of the event. If direct billing is requested, this needs to be approved by the General Manager or Catering Department two weeks in advance of the function.

Melvin's Staff

Date

Guest Signature

Date