

Wedding and Special Event General Information

To answer your questions and ensure the success of your event we have outlined below our suggestions and policies. We look forward to assisting you in planning your event, and to serving you and your guests.

Food and Beverages

All food and beverages must be purchased from the Matterhorn. No outside food or beverages may be brought in, with the exception of specialty cakes.

Menus must be submitted at least 2 weeks prior to the function date. An approximate head count is required at that time. Bar service arrangements are also due 2 weeks prior to the function.

Guarantees

A guaranteed attendance figure is required 5 days prior to the function date. This figure will be the minimum number of guests for which you will be charged. You may add to that number up to the function date. You will be charged for the guarantee or actual attendance, whichever is greater.

Deposits and Billing

Upon reserving the Matterhorn, a \$1000.00 deposit is required. For Sun-Fri events and groups less than 100, the deposit is \$500.00. **In the event a cancellation is necessary**, 50% of this deposit is refundable if event is canceled in writing more than 6 months prior to the event date. Deposit is non-refundable if event cancels less than 6 months before event date. **A change in the date from the original contract**, after 48 hours, will forfeit 50% of the deposit and require a full deposit for the new date. **50% of the estimated bill for the event is due 30 days prior to the event.** This amount is non-refundable. **The balance is due when the attendance guarantee is given.**

Tax and Service Charge

7% sales tax and 18% service charge will be added to all items purchased. If your event is tax exempt, please furnish a signed tax- exempt certificate prior to the event.

Security

The Matterhorn reserves the right to require security for any event. Security officers will be supplied by the Matterhorn and charged to the client. Attendance guarantee will determine number of officers required for event.

Room Rents (with food and beverage service)*

East Room – up to 150 guests (110 w/ dance floor)	Saturday	\$ 300.00
	Sunday – Friday	\$ 100.00
Oak Room – up to 100 guests	Saturday	\$ 200.00
	Sunday – Friday	\$ 100.00
West Room – up to 250 guests (225 w/ dance floor)	Saturday	\$ 600.00
	Sunday – Friday	\$ 200.00
East and Oak Rooms – up to 250 guests (225 w/ dance floor)	Saturday	\$ 500.00
	Sunday – Friday	\$ 200.00

West and Oak Rooms – up to 350 guests (310 w/ dance floor)	Saturday Sunday – Friday	\$ 800.00 \$ 300.00
East, Oak and West Rooms – up to 500 guests (450 with dance floor)	Saturday Sunday – Friday	\$ 1,000.00 \$ 400.00

Saturday Room Minimums

East and Oak Rooms	150 guests
West Room	150 guests
West and Oak Rooms	250 guests
East, Oak, and West Rooms	350 guests

If your function falls below the minimum, you will be charged for the minimum number of guests.

* Ask the Banquet coordinator for a quote for room rents with no food and beverage service.

Room Rental Includes

All table linens, podium and microphone, dance floor, cake cutting and serving, all china, glassware, and flatware. The use of our mirrors, votives, candles, and hurricane chimneys is also included.

You may use any of our available audio/visual (A/V) equipment and hi-speed Internet access.

Additional Accessories

Risers for head table or stage are available to rent.

Riser/stage for head table:

Up to 12 guests:	\$ 350.00
Up to 16 guests	\$ 450.00

Chair covers are also available at prices ranging from \$ 4.25 - \$ 6.00 each.

Are You Looking for Something Different?

We can create specialty menus and themed buffets for any occasion. Just ask our banquet coordinator!

Banquet rooms available 7 days a week for breakfast, lunch or dinner!

Call to have a breakfast or lunch menu sent to you. We have meeting space for up to 600 people – over 12,000 square feet of space for banquets, trade shows, or fundraisers.

Catering Services: Off-premise catering is available to any location. You may use this menu as a guide or we can customize a menu just for you. Prices may vary according to number of guests and location.

Our Restaurant: In addition to the Matterhorn Conference Center, we own & operate one of the area's finest restaurants; DOC PIERCE'S RESTAURANT in nearby Mishawaka, Indiana... www.docpierces.com

Gift Cards: Our Gift Cards are an exceptional value as they never expire and are good at both locations. You may purchase Gift Cards at either establishment or online at... www.docpierces.com/giftcards.htm

All published terms and prices subject to change without notice

Call: 574.262.1509