



Nathanael Greene Lodge **at Veterans' Park**

GENERAL INFORMATION

Green Township is proud to provide The Nathanael Greene Lodge at Veterans' Park for the enjoyment of our community. The following information is provided to you by request and with great appreciation for your interest in our facility to create an event you and your guests will be proud to tell your friends, family and associates about. We have provided the convenience of "One Stop Shopping" for those with limited time on their hands, and at the same time the flexibility of many choices for those with vendors already in mind for their event. We appreciate your interest in our facility and our dedicated and professional staff is always available to answer questions if necessary. We look forward to serving you and your guests soon!

Office Hours

Tuesday-Saturday 10:00AM-6:00PM

Evening and weekend hours are dependant on the event schedule.

***** Please contact us for an appointment *****

Note: Walk-in viewings are wonderful, but sometimes difficult to accommodate with our full attention.

Pricing

Our pricing is based on the menu selection for your upcoming event. Please review our wonderful selection of menus and contact our office to discuss the many options that await you and your guests.

(Meeting Only Rental Pricing is available upon request.)

All food and beverage catering packages are proudly provided by The Nathanael Greene Lodge, A Taste of Class Catering and Bars on Wheels. To use your own catering company please contact our offices for details.

Rental Spaces

The Continental Ballroom beckons your two hundred guests from the upper level foyer with its warm stone fireplace, forty foot cathedral ceilings, and chapel style wall of windows exposing the wooded surroundings. Experience the wooded vista and the sunset as your guests are seated for dinner and enjoy the display of artwork and possibly dancing as the view fades to the reflective glow of night.

The Concord Board Room, located across the upper level foyer from The Continental Ballroom, offers a stately twelve foot mahogany table surrounded by comfortable armchairs that are sure to impress the C.E.O. of any company. The wooded views are still evident, but you may close the blinds to redirect

your associates to the built-in media board where the real business is at hand.

The Lower level foyer provides a less formal atmosphere for guests entering the rental offices,

The Mulberry Room, or The West Point Room.

The Mulberry Room offers impressive views as well as access to the patio area for groups of eighty or less. The view in this space may also be adjusted to allow for business or social events that take full advantage of the built-in screen for presentations or family films.

The West Point Room is the perfect space for no nonsense business meetings or intimate social events of fifty guests or less.

A state of the art kitchen is available on the upper level for ease of catering the most formal plated meals. A kitchenette with a microwave, sinks, and refrigerator is available to our lower level patrons.

All spaces are handicap accessible and complimentary parking is available on both the upper and lower levels.

Menu Selections

Our banquet menus offer a wide variety of creative choices, and our staff is happy to assist you in customizing a menu that will delight even the most discriminating of guests.

Please take note of the following pages enclosed in your Nathanael Greene Lodge Packet; [2003 Package Rental Rates](#), [Menu Selections](#);

[Catering Requirements to Ensure Success](#) and [Cancellation Policy](#).

This information is very important to the success of any event held at our facility.

Guaranteed Number of Guests

A final guaranteed number of guests for your function are required no later than two weeks prior to your event date. This guest count will be considered a guarantee for which you will be charged, even if fewer guests attend. If this number is not received we will use your originally contracted anticipated number of guests as the guaranteed number. Based on your final guaranteed number of guests, we will prepare to set and serve 3-5% above your guests count. If your final guarantee is less than 75% of your originally contracted anticipated number of guests, a room rental fee will be accessed.



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Cancellation Policy

In case of cancellation the Minimum Average Per Person Prices will be charged by the percentages determined as follows:

<u>Days Prior to Exact Event Date</u>	<u>Percentage (%) of Average Estimated Food & Beverage Costs</u>
270-181 days (6-9 Months)	25%
180-91 days (3-6 Months)	50%
90-31 days (1-3 Months)	75%
30 days or less (1 Month or Less)	100%

The Average Food & Beverage costs are determined by the originally contracted Anticipated Attendance times the Minimum Menu Pricing for your event. The anticipated Food & Beverage Costs times the Anticipated Attendance is used if cancellation occurs, after a menu is selected. Cancellations must be made with the Rental Office between 8:00AM-4:00PM, and must be confirmed in writing.

Deposits and Final Payments

All payments are to be made thirty (30) days prior to your event date.

We will not bill or invoice any Rentee of The Nathanael Greene Lodge.

Deposits are to be made with checks made payable to Green Township or cash, no credit cards are accepted. The amount of deposit is 20% with the signing of your Rental Agreement.

The amount of your Final Payment is determined by your menu selection price per person times your guaranteed number of guests added to any and all fees for requested rental items. Final payments are to be made with checks or money orders made payable to Green Township, and must be paid thirty (30) days prior to your event date.

Damaged/Loss of Property

The customer agrees to accept responsibility for any damages done to the Rental Space or any part of the common areas of The Nathanael Greene Lodge, prior to, during or following their event. The Nathanael Greene Lodge does not accept responsibility for the damage or loss of any merchandise or articles left in The Nathanael Greene Lodge prior, during, or following your event. Security arrangements should be made for all merchandise or articles prior to your event. Delivery and pickup times and requirements will be discussed and determined with your sales representative when detailing the needs of your event.

Event Space Policy

The Nathanael Greene Lodge provides two foyers as common areas for the entrance and egress of your guests invited to your event. Welcome Boards are provided, as well as, our Staff to direct your guests to the appropriate event space. The foyers are used as event space for large events and we ask that you respect that usage when necessary. You will be made aware of foyer usage thirty days prior to your event date. Event space is assigned and noted on your Rental Agreement according to your anticipated attendance. The Nathanael Greene Lodge reserves the right to change event spaces to provide more suitable accommodations for your guests at the Lodge, if your attendance should drastically increase or decrease from your originally contracted Anticipated Number of Guests.

No guests are permitted in the upper level kitchen during an event.

Guests attending an event at The Nathanael Greene Lodge are respectfully asked to restrict themselves to their event space and the common areas of the lodge.

Please restrict children's use of or playing on the elevator. We have had the elevator breakdown from misuse and the fee is \$150.00 for repairs to the computer program of the elevator.

Parking

Parking at The Nathanael Greene Lodge at Veterans' Park is complimentary, however, we are not responsible for your vehicle or its contents while at the Lodge.

Special Services

Our staff has had the pleasure of working with some of the finest event specialist in the area. We would be happy to make recommendations to suit the needs of your event. Professional event planning services are available by request. Our eager staff is also available to carryout the details of your event. Set up, decorations, audio-visual equipment, guest direction and registration, coat check, captains call buffet service, cleanup and exit packaging, are all provided with no fees. Our goal is to allow our hosts to enjoy their own event and leave the details to us.