

## GENERAL INFORMATION

### MENU

The items and offerings listed on our catering menu are recommended selections. Our coordinator would be pleased to work with you and our kitchen manager to customize a menu to suit your occasion.

Prices do not include 8% Maine State Tax or 18% Gratuity Charge - Food and Beverage Minimums May Apply

Menu Prices are subject to change, if more than 30 days have passed since receiving the original menu please reach out for more accurate pricing.

The guarantee number of guests attending function is required fourteen (14) days prior to the function. If no guarantee is received, the expected number of guests will be used as the guarantee. The guarantee or actual number, whichever is greater will be charged.

All food is to be provided by Lost Valley with exception of Wedding cakes or dessert of choice. Due to the delicate nature of wedding cakes, it will be the convener's responsibility to have it delivered and setup in the function room. A cake cutting fee of \$2 per guest will be assessed when outside items are to be served during an event.

### DECORATING

Lost Valley does not allow the use of nails, staples, tacks, or strong tape for display of materials on the walls. Lost Valley staff will be happy to assist you in hanging any banners. Lost Valley is not responsible for personal property or equipment brought into the venue by clients, guests or vendors.

Materials delivered to the venue prior to the arrival of the host must be clearly labeled with the name of the function, function space, date of function and attention to event staff.

Lost Valley strongly discourages the use of confetti, rice, glitter, rose petals and other items of this nature. Use of these items will result in an additional \$250.00 cleaning fee billed following the event. Decorations and equipment must be removed at the end of the night, unless prior arrangements have been made with the Event Manager.

Lost Valley encourages the use of tea lights. The use of candles needs to be discussed with the Event Manager prior to the event.

### PAYMENT

A non-refundable deposit is required to secure any date/time. Deposit amount is outlined in the agreement and due upon signing. The collected deposit (s) are non-refundable nor transferable. Final payment of all function related charges is due fourteen (14) days prior to the function.

### SERVICE CHARGE & TAX

Lost Valley will collect a 18% service charge and 8% state tax (subject to change) for all food and beverage arrangements. The service charge collected does not represent a tip for service staff and/or employees.

### START & FINISH TIMES

Starting and ending of all functions are to be strictly adhered to. The space is booked for the time indicated. Setup and dismantle time are to be specified between client and Event Manager and outlined in written agreement.

### WEDDING CAKES/DESSERT

Lost Valley will provide one table for your wedding cake. Your cake vendor is responsible for supplying cake boxes for any unused cake and your edible cake top that is to be removed at the end of the evening. Cakes are allowed to be setup two hours prior to the reception start time. Please note that your cake vendor is responsible for refrigeration and/or storage of your cake and that Lost Valley does not offer the use of catering facilities for preparation or storage. Lost Valley will provide cake cutting services for \$2 per guest and serve to guests.

### INCLEMENT WEATHER

Lost Valley features a beautiful back drop for wedding ceremonies whether held inside or outside. If scheduled to occur outside and inclement weather occurs the day of your event, an inside ceremony may take place. Please speak to your wedding coordinator as to what your options are for inside or outside wedding ceremonies. Please note, refunds for mountain top ceremonies with lift included will not be reimbursed if inclement weather prevents the operation of the lift and outdoor ceremony.

### VENDORS & INSURANCE

All vendors that are to set up equipment on the grounds, including but not limited to Event Planners, Caterers, Photographers, DJs, must also maintain a Commercial General Liability Insurance in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Lost Valley as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

If vendors do not have adequate insurance, then Client(s) shall maintain General Liability Insurance in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Lost Valley as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

### NOISE ORDINANCE

All amplified music outdoors must end by 10pm to comply with sound ordinances.

### SMOKING

Lost Valley is a non-smoking venue. Smoking will be permitted only in designated areas outside.

### FLOOR PLAN ARRANGMENTS

Lost Valley has various table options to accommodate up to 160 guests. For additional fee, Lost Valley can supply additional equipment needs to accommodate larger parties. Please discuss floor plan options with the Event Manager.



## COORDINATING SERVICES

Lost Valley highly encourages the services of a day of event coordinator to help your day run seamlessly. The day of coordinator helps navigate vendor arrival, setup arrangements, troubleshooting any unexpected events, assisting bridal party with ceremony and assistance of following timeline. Packages two and three include a day of coordinator; package three provides assistance with timeline creation.

Upon advanced request, Lost Valley can provide a day of coordinator if your selected package does not include one at the fee of \$1,000.00. Lost Valley Event Manager is not responsible for assisting with event timeline and vendor coordination unless arrangements have been decided upon by both parties.

Certainly, outside coordinating services are welcome.

## BAR SERVICES

Lost Valley will collect a \$100 service fee for any event requesting bar services during their event; this fee covers up to five and a half hours and 160 guests. Anything beyond five and a half hours and 160 guests requires an additional \$100 service fee. All liquor must be served by a Bartender staffed and appointed by Lost Valley. The Bar closes at Lost Valley's discretion and last call is a half hour before the end of the event. Alcohol may not be served to minors. Outside alcohol is prohibited. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of the event without refund.

## GETTING READY LOCATION

We highly encourage you to arrange a location for yourself and your bridal party to ready before your event. If you have your heart set on getting ready at Lost Valley, this can be discussed with the Event Manager ahead of time.

## TENT RENTAL



Tent Size- 20X40

Tent could accommodate 100 seated theater style (rows of chairs with an aisle up the middle) or 64 guests seated at round tables of 8.

Rental Cost \$600.00

## MIMOSA BAR/ CHAMPAGNE TOAST

These add on features are totally possible for your event. Chat with the Event Manager regarding options available and cost associated.

## Add on Items

*Day with the  
Brewer*



**\$350.00**

This is a day spent at Lost Valley with our brewer learning brewing history, different styles of beer and brewing process. During the process, you and your guest will crush grain, prep water, add and stir in hops!

This fun adventure would include lunch and beer tasting! Plus, opportunity to serve your brew at your event with a custom name and tap handle.

*Drinks with  
Maggie*



**\$125.00**

Custom Cocktails are always a hit for any event! Unsure of what your options are, or not sure what you like? Maggie is Lost Valley's stellar Bar Manager that can help guide you and create a custom cocktail that reflects you and your event! Drinks with Maggie includes three cocktail trial drinks and lunch!