

## EVENT FREQUENTLY ASKED QUESTIONS



### **How much time is included in my event booking?**

Events are priced for a 5 hour time block. 30 minutes for setup + 4 hour event + 30 minutes cleanup. Additional time can be added for \$100 each additional hour. Space utilization less than 5 hours is by special request.

### **What is the Lodge space capacity?**

The Lodge capacity is 100 people total. Remember to include yourself and any servers/bartenders in your count.

### **When can I see the space?**

We encourage our potential hosts to check out the Lodge during Member's nights, Wednesday - Friday between the hours of 7:30pm and 8pm when our bartender on duty is not busy and can be available to answer all your questions.

### **Do you offer a discount for Elks members and non-profits?**

Yes, please include a copy of your Elks membership card for your Member rate. Note: Member dues must be current and paid in full. For non-profit organizations, please email your event details to discuss how we can help.

### **Does the Lodge have A/C?**

Yes, we have 2 air conditioning units.

### **Can I use the Lodge bar and do you supply the bartender?**

The use of the Elks bar is limited to Members only at Member drink pricing. **For non-members**, you must bring your own alcohol to be served by the TAM certified bartender assigned to your event. Your booking includes one TAM certified bartender for up to 75 guests. After 75 guests, a second TAM certified bartender will be added to your event for an additional \$100.

### **Do you offer set-up and cleanup assistance?**

The Elk volunteer/bartender is available to assist you but set-up, breakdown and clean-up is **not** included and is at the discretion of the good will of the Elk volunteer on duty. At the end of your event, the Lodge must be returned to the original condition as noted at the beginning of your event.

### **Are tables and chairs included?**

Yes. The Lodge owns (8) 60 inch round tables, (8) hi-tops and (2) 6 foot rectangular tables. Note: for dance floor use, only (6) 60 inch round tables are recommended.

### **Are tablecloths/linens included?**

No, we do not provide tablecloths or linens. Remember to include a tablecloth for the pool table if you plan to have food.

### **What are your audio capabilities?**

The Lodge is equipped with a bluetooth stereo system that will be available to connect via your computer or phone playlist through wifi. DJ's and bands must bring their own sound equipment. Any cords or chargers will not be supplied.

### **Can I charge a cover? Or have a fundraiser?**

No, unless you are a non-profit selling alcohol or including alcohol in the ticket price for a public event. Non-profits must apply for a social affairs permit on the NJ State ABC site located [here](#). Social permits must be on display at the time of your event and the Elks need confirmation of the permit number a week prior to your event. Please allow up to 30 days for approval by the NJ ABC.



### **Utilization Pricing**

\$650 for 5 Hours

### **Lodge Availability**

Tuesday nights, Saturdays and Sundays

### **Booking Includes**

- Space for up to 100 people
- Tables and Chairs
- Limited Kitchen Use
- On site parking
- Handicap access
- Bluetooth Stereo System
- Projector Screen and Projector
- 2 TV's
- Dance Floor with disco ball
- TAM certified bartender
- Ice and water
- Sodas, seltzer and tonic water
- Plastic cups
- Cocktail napkins, stirrers, straws

[eventsatsoelks@gmail.com](mailto:eventsatsoelks@gmail.com)

# South Orange Elks 1154

## EVENT FREQUENTLY ASKED QUESTIONS

### **What decorations are allowed?**

Most decorations are allowed except for confetti and glitter. For hanging decorations, please bring thumbtacks and not tape. Our Lodge walls are lacquered wood and tape destroys the varnish. Balloon deliveries must be scheduled during your event set-up time frame.

### **What sodas or mixers are included on your soda gun?**

The bar soda gun is included with all our bookings and has the following: cola, diet cola, non-alcoholic ginger beer, lemon-lime soda, soda water, tonic water, water, sour mix, cranberry juice and lemonade.

### **Do I need to bring cups?**

Basic, plastic bar cups are included but feel free to bring clear plastic tumblers or themed cups to make your event even more elevated.

### **What type of alcohol & cocktail garnishes should I bring?**

Members must use the Lodge alcohol inventory for all events. The only exception is alcohol not part of the regular Lodge inventory.

**Non-members:** Please supply only the 750ml bottles of alcohol for our bartenders to serve. The larger club-size bottles are not efficient and are difficult to pour. For beer, bottles or cans are preferred. Kegs are no longer allowed to be hooked up to our beer lines. Mixers not included on the bar gun must be supplied for member and non-member events. Don't forget your cocktail garnishes for your drinks, our recommendations: limes, lemons, cherries and olives. Ice is included with all bookings.

### **Do you have a kitchen?**

Use of our kitchen for prep only is included. We have a refrigerator, freezer, 2 prep tables, sink, a coffee maker and a microwave. No stove or oven usage. We do not provide chafing dishes, sternos, plates, dinner napkins and silverware. It is your responsibility to remove all food and clean up the kitchen to its original state. Children are not allowed in the Lodge kitchen and the kitchen door must be kept closed during the event with small children.

### **Can I bring in a caterer?**

Yes. Proof of insurance is required for any catering that will be done on site. For catered food delivery, delivery must be scheduled during your booked time frame.

Food is strongly recommended to be setup on our pool table for easy access to the kitchen. Hot food is not allowed on the shuffle board table. Note: no popcorn is allowed in the Lodge.

### **Do you know a caterer or server to help with my event?**

See local resources [here](#) from the Maplewood town site. All caterers off the town website are not endorsed by the Elks. For additional assistance to help setup and cleanup during your event, please email us.

### **Can we have food trucks on site at our event?**

Yes. Food trucks are allowed at the Lodge. All food trucks must apply for a one-day permit via the township website to be permitted at an event. Special health and/or fire inspections may be required based on whether or not the truck utilizes a propane tank.

### **Is there parking?**

We have an on-site parking lot behind our Lodge that can accommodate approximately 30 parked cars. Any additional parking overflow can use street parking on Prospect Street and the side streets.

### **Can I use the pool table and shuffle board?**

The pool table and shuffle board will be closed for non-member events and all parties under the age of 18 for safety concerns.

### **Do you have a projector and screen?**

Yes, both a projector and screen are available & included in the booking if needed. Please plan time before your event to visit the Lodge during member hours and familiarize yourself with the equipment.

### **Do you have an outdoor space?**

Yes, we have an outdoor pergola with outdoor tables and chairs that are available for your use during warmer weather at no additional charge. Our Lodge is surrounded by residential homes and we ask that your guests please come inside at 8pm as a courtesy to our neighbors.

### **When should I drop off the remaining balance for the event?**

The balance of your booking is due to your attendant/ bartender at the start of the event in the form of cash or check. Checks can be made out to: South Orange Elks #1154.

### **Is gratuity included?**

No. Our Lodge is run by Elk member volunteers. Any gratuity is greatly appreciated.

