

White Oak Conference Center Banquet Policy and Contract

White Oak Conference Center is pleased that you are considering using our food service facilities for your banquet needs. White Oak is pleased to offer several outstanding menu choices, deliciously prepared, and served buffet style. Our dining room can accommodate groups of 25 to 300 for a banquet.

White Oak Conference Center utilizes round tables that seat six to a table for banquet guests and standard long tables for your head table. The dining hall has a house sound system and a tabletop podium is provided in the center of the head table. Table linens are provided and each table is prepared with salad, dessert and beverage prior to your seating. White Oak does not provide table decorations or center pieces but welcomes you to come early to prepare the banquet room to your liking. We would remind you that White Oak Conference Center is a Christian conference facility and tasteful, appropriate decorations are encouraged. Alcoholic beverages are not permitted. Should you need assistance or have a question about decorations, please contact the White Oak office.

You will find enclosed a sheet that gives you menu selections and pricing. Please note that all pricing is per plate. Make your selections and complete the guest information at the bottom of this page, then return this selection sheet with a signed copy of this policy to the White Oak office at least 14 days prior to your banquet. Our office will contact you 3 days prior to your banquet for a final, confirmed plate count. You are expected to pay for the plate count you confirmed, not the plates served unless the number of plates served exceeds your confirmed count. Any changes in your plate count after the three-day contact will be at the discretion of White Oak Conference Center.

Our desire is to make your banquet a wonderful, memorable event. Again, thank you for permitting White Oak the opportunity to serve you.

White Oak Conference Center holds each guest group leader responsible for the activity and conduct of their group's members. Also, White Oak Conference Center holds the leadership and organization using the Conference Center responsible for the physical and moral conduct of their group.

I have read and agree to the above policy, Fee Information and Reservation Policies outlined in the enclosed information.

Signed:

(Name)

(Organization)

(Date)

Tim Hughes
Director