



Our Event and Banquet Guide 2025



About the Lodge at Big Bear Lake



The rustic style Arts and Crafts theme is reminiscent of National Park Service Lodges of the 1930's, blending with the natural environment and using local materials like stone and native wood.





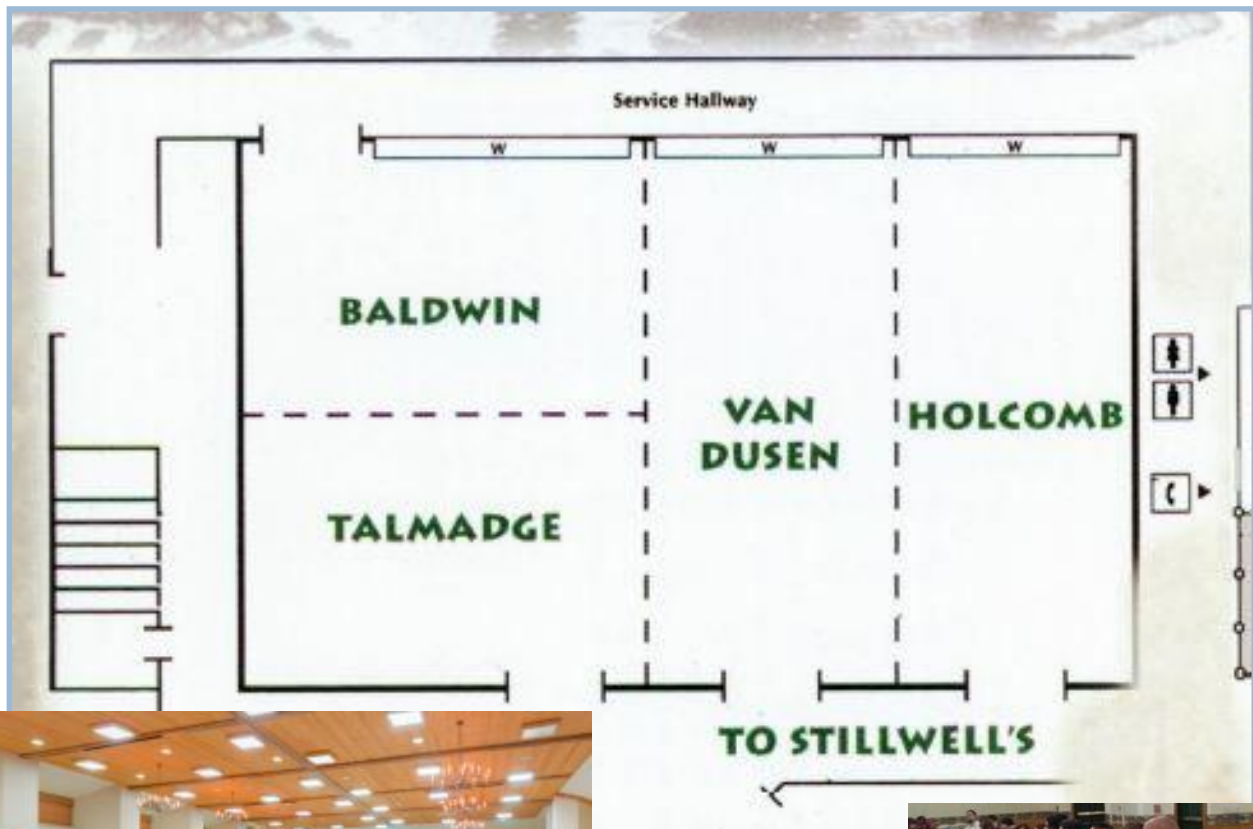
Let us help you create a
Memorable Event

909-866-3121

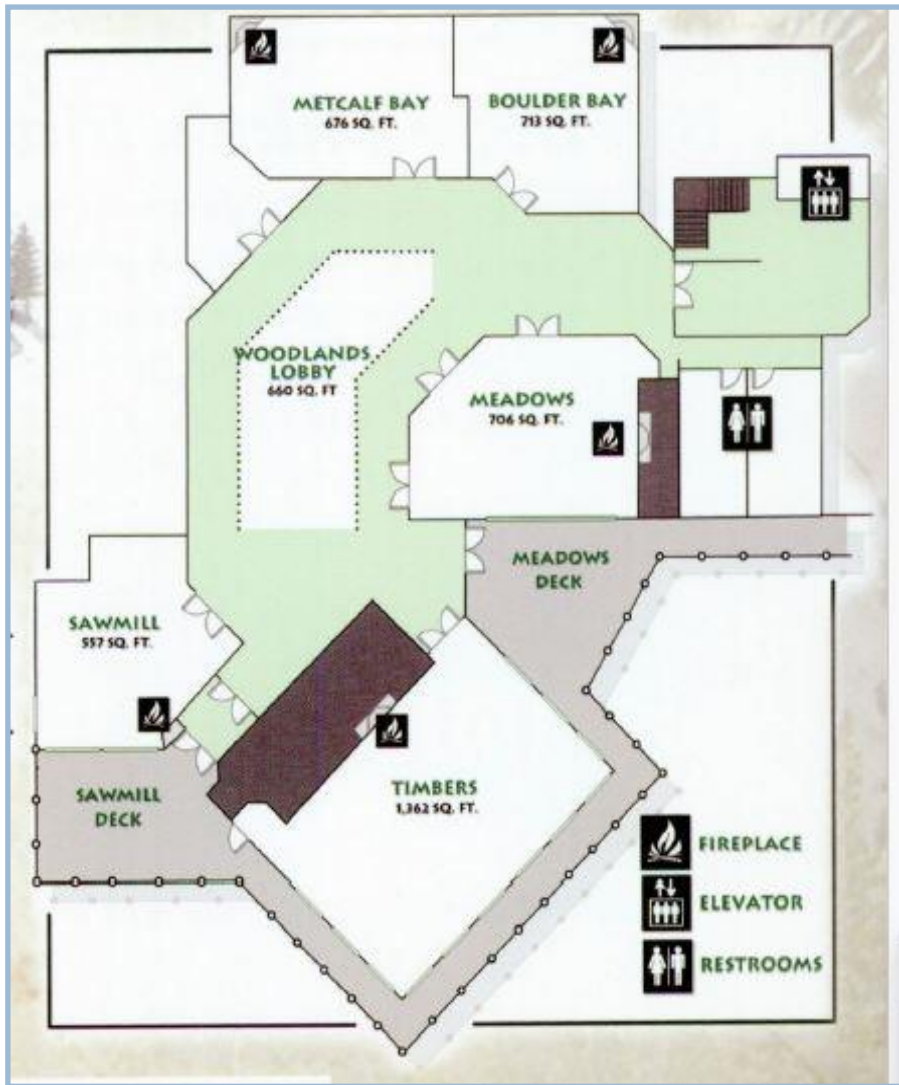
deron@thelodgebbl.com

stephanie@thelodgebbl.com

The First Floor Main Ballroom can be divided into four more intimate spaces to suit your needs.



Our Second Floor Event and Meeting Spaces have multiple locations to choose from – Some with Spectacular Views.



Our event space is designed to accommodate from 5 to 400! The Lodge at Big Bear Lake's Conference Center is the ideal Southern California venue for meetings, training sessions and any kind of social gathering. Our professional sales staff will blend year round recreational activities into your group's program and ensure your event is an all-around success!

Get in touch today at
909-866-3121



Room	Dimensions	Square Footage	Banquet	Dinner/ Dance	Theatre	Class Room	Conf.	U-Shape
Timbers	44 x 30	1,362	90	80	100	50	30	36
Sawmill	25 x 22	557	30	n/a	35	20	16	20
Meadows	25 x 28	706	40	n/a	50	25	20	20
Boulder Bay	24 x 28	713	40	n/a	50	35	20	20
Metcalf Bay	22 X 30	676	40	n/a	50	35	20	20
NRCC	80 x 50	4000	250	220	360	170	n/a	n/a
Talmadge	38 x 23	900	50	n/a	60	30	20	25
Baldwin	38 x 23	900	50	n/a	60	30	20	25
Tal/Bal	38 x 50	1800	100	80	120	60	40	50
Van Dusen	24 x 50	1200	60	n/a	80	40	30	30
Holcomb	20 x 50	1000	60	n/a	80	40	30	30
Amphitheater	n/a	n/a	n/a	n/a	150	n/a	n/a	n/a

There are a variety of spaces to choose from here at The Lodge at Big Bear Lake—
Contact us today to schedule a tour of the property and let us help you schedule your next event.

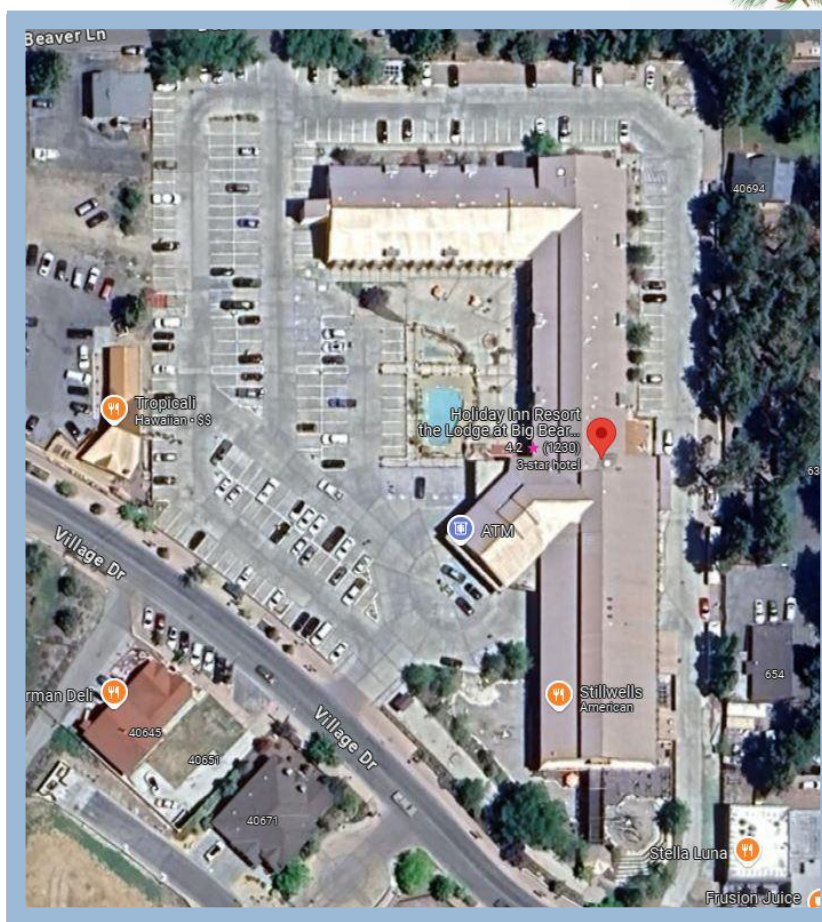
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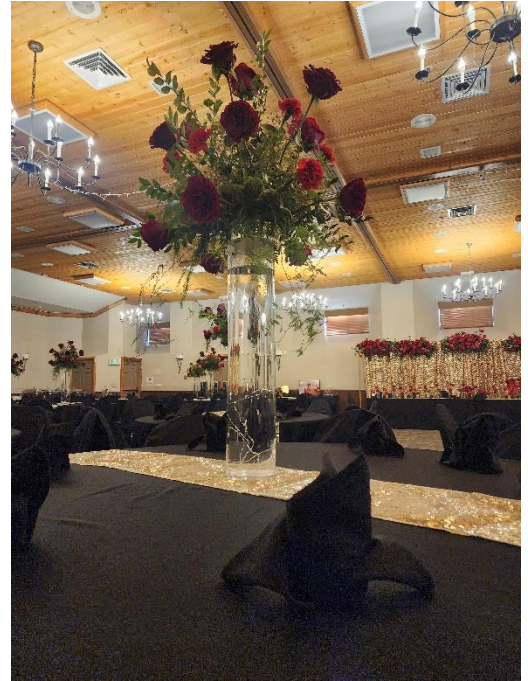
stephanie@thelodgebbl.com

Our outdoor spaces include a large patio with a stage, and outdoor amphitheater and even sections of the parking lot can be turned into an exciting occasion!

Our restaurant and bar are available as well!



2025 *Beautiful Floral Décor for any Occasion*



- **Special Year Round Occasions**
- **Decorate your Hotel Room or the Entire Ballroom**



2025 Party & Event Rentals



Tables, Chairs & Umbrellas

Beverage & Catering

Tents & Canopies

Arches & Alter Items

BBQ

DJ Service

Linens

Lighting & Heating

Dance Floors

Accessories

Lounge Furniture

Live Music for any Occasion

Dinnerware, Flatware & Glassware

Concessions & Bouncers

Stage & Meeting Equipment

Audio/Visual Equipment

Pipe & Drape for Trade Shows

Photo Booth



Canopies & Tents



Chairs, Tables, Linens & Lounge
Furnitures



Lounge Furniture



Pipe & Drape, Staging and Show
Equipment



Lighting Equipment



Dish and Food Service Equipment



BBQ & Heating Equipment



Artificial Trees, Hedges and
AstroTurf

2025 Banquet & Meeting Catering Menu

**40650 Village Drive. / PO Box 2943
Big Bear Lake, CA 92315**

**Contact: Deron Lane at 909-866-3121 / Deron@thelodgebbl.com
Stephanie Sanchez at 909-866-3121 / Stephanie@thelodgebbl.com**



Breakfast Buffet

The Continental Breakfast Buffet

Fresh Seasonal Fruit Display
Assorted Chilled Fruit Yogurt with Berries
Assorted Cereals and Granola
Seasonal Juice Bar

Freshly Brewed Coffee and Decaffeinated Coffee Station and Hot Tea Station

Priced per person



The Premium Continental Breakfast Buffet

Fresh Seasonal Fruit Display
Assorted Chilled Fruit Yogurt with Berries
Assorted Cereals and Granola
Fresh Bagels, Cream Cheese & Preserves
Hot Oatmeal with Raisins and Brown Cinnamon Sugar
Seasonal Juice Bar

Freshly Brewed Coffee and Decaffeinated Coffee Station and Hot Tea Station

Priced per person

Anchors Away Buffet

Waffles, Buttermilk Pancakes Served with Maple Syrup
Scrambled Eggs, Bacon, Link Sausages, and Country Potatoes
Seasonal Juice Bar & Freshly Brewed Coffee and Decaffeinated
Coffee Station

Priced per person



**Any item in this menu can be
customized to your liking**

Please feel free to ask

Plated Lunch Salads

All Salads are served with Water, Fresh Brewed Iced Tea & Coffee

Traditional Caesar Salad

Fresh Romaine Lettuce Topped with
Parmesan Cheese, Croutons & Caesar
Dressing

Assorted Rolls with Butter

Chef's Choice Dessert

Priced per person

**Add Grilled Chicken Breast*

Asian Chicken Salad

Fiesta Explosion Salad

Blackened Chicken Breast

Fresh Romaine Lettuce Topped with Tomatoes,
Cheddar & Jack Cheeses Corn, Avocado,
Crispy Tortilla Strips, Cilantro & Ranch Dressing

Assorted Rolls with Butter

Chef's Choice Dessert

Priced per person

Grilled Chicken Breast or Crispy Chicken
Fresh Napa Cabbage and Spring Greens
Topped with Red Bell Peppers, Cucumber,
Crispy Wontons & Ginger Sesame Dressing

Assorted Rolls with Butter

Chef's Choice Dessert

Priced per person



Plated Lunch Wraps

All Wraps are served with Water, Fresh Brewed Iced Tea & Coffee

Traditional Caesar Wrap

Made with a Spinach Tortilla, Romaine
Lettuce,

Parmesan Cheese, Croutons & Caesar
Dressing

Served with Seasonal Fresh Fruit

Choice of Red Potato Salad, Macaroni Salad
or Tri-Colored Pasta Salad

Priced per person

Santa Fe Wrap

Made with a Spinach Tortilla, Romaine
Lettuce,

Tomato, Black Olives, Bacon, Avocado,
Cheddar & Jack Cheeses,
Crispy Tortilla Strips & Chipotle Lime Ranch
Dressing

Served with Seasonal Fresh Fruit & Choice of
Red Potato Salad,

Macaroni Salad or Tri-Colored Pasta Salad

Priced per person

Plated Lunch Sandwiches

All Sandwiches are served with Water, Fresh Brewed Iced Tea & Coffee

Triple Decker

Sliced Turkey & Ham, Bacon, Cheddar, Mayo,
Lettuce and Tomato

Served with Seasonal Fresh Fruit & Choice of
Red Potato Salad,

Macaroni Salad or Tri-Colored Pasta Salad

Priced per person

Cold Cut (Roast Beef, Turkey or Ham)

Sliced Roast Beef, Provolone Cheese, Mayo,
Lettuce and Tomato

Served with Seasonal Fresh Fruit & Choice of
Red Potato Salad,

Macaroni Salad or Tri-Colored Pasta Salad

Priced per person



Plated Lunch Entrees

All Entrees are served with Seasonal Vegetables, Choice of Roasted Potatoes or Potato Salad, Water, Fresh Brewed Iced Tea & Coffee

Grilled Sirloin

Choice of Garden Salad or Caesar Salad

Choice of Sauce:

- Rosemary Wine Reduction
- Sautéed Garlic Mushroom
- Creamy Peppercorn

Chef's Choice Dessert

Priced per person

Chicken Breast

Choice of Garden Salad or Caesar Salad

Choice of Sauce:

- Béchamel Cream
- Béarnaise
- Marsala

Chef's Choice Dessert

Priced per person

Grilled Salmon

Choice of Garden Salad or Caesar Salad

Choice of Sauce:

- Citrus Butter
- Creamy Dill
- Honey Chipotle Glaze

Chef's Choice Dessert

Market Price per person

Braised Rosemary Pork

Choice of Garden Salad or Caesar Salad

Braised Pork in Rosemary and Garlic

Chef's Choice Dessert

Priced per person

Vegan Vegetable Penne Pasta

Seasonal Grilled Vegetables,

Penne Pasta in a Pesto Primavera Sauce

Priced per person

Any item in this menu can be customized to your liking

Please feel free to ask

Lunch Buffets

*All Buffets are served with Water, Fresh Brewed Iced Tea & Coffee
Served for 1 Hour*

Deli Buffet

Garden Salad with Ranch and Italian Dressings
Potato Salad or Macaroni Salad
Shaved Roast Beef, Ham & Roasted Turkey
Assorted Breads, Domestic Cheeses, Lettuce, Tomato
Slices, Pickle Spears & Condiments
Chef's Choice Dessert
Priced per person

Asian Luncheon Buffet

Cucumber Salad
Sliced Fruit
Sweet & Sour Chicken
BBQ Spare Ribs
Fried Rice & Chow Mein
Chef's Choice Dessert
Priced per person

Mexican Luncheon Buffet

Fiesta Salad with Black Olives, Cheddar, Roasted Corn & Ranch Dressing
Cheese Enchiladas
Chicken Fajitas
Refried Beans & Spanish Rice
Tri-Colored Tortilla Chips with Salsa
Chef's Choice Dessert
Priced per person

Italian Luncheon Buffet

Caesar Salad with Parmesan Cheese & Croutons
Or Mixed Green Salad
Bolognese Pasta in Marinara
Chicken Fettuccini Alfredo
Mixed Italian Vegetables & Garlic Breadsticks
Chef's Choice Dessert
Priced per person

Taco Bar Lunch Buffet

Choice of Corn or Flour Tortillas
Taco Meats: Chicken, Pork and Asada (Beef)
Toppings: Onions and Cilantro
Sides: Beans, Rice, Chips & Salsa
Priced per person



Boxed “Working” Lunch

All Boxed Lunches are served with Whole Fresh Fruit, Bagged Potato Chips & Soda or Bottled Water

Roast Beef, Ham, Turkey or Tuna Salad Sandwich

Served with Lettuce, Tomato & Cheese

Priced per person

Hot Hors d'oeuvres

Based on 50 pieces - serves about 40 guests

Vegetable Egg Rolls

Served with Sweet & Sour Dipping Sauce

Jalapeno Poppers

Served with Ranch Dipping Sauce

Barbecue Meatballs

Slowly Baked to Enhance Flavor

Stuffed Mushrooms

Large Mushrooms, Stuffed with Fresh Crab

Mozzarella Sticks

Served with Marinara Sauce

Spinach & Artichoke Dip

Served with Tri-Colored Tortilla Chips

Buffalo Chicken Hot Wings

Served with Ranch or Blue Cheese for Dipping

Crab Cakes

Lump Crab Meat, Served with a Garlic Aioli

Cream Cheese Wontons

Deep Fried Wonton Shell, Stuffed with Cream Cheese

Cold Hors d'oeuvres

Based on 50 pieces - serves about 40 guests

Cheese & Cracker Tray

Domestic & Imported Cheese, Assorted Crackers

Bruschetta

Served with Relish of Tomato, Basil & Garlic

Finger Sandwiches

Turkey, Ham & Roast Beef on Assorted Breads

Meat & Cheese Platter

Served with Assorted Meats, Cheeses & Crackers

Fresh Fruit Platter

A Variety of Melons & Seasonal Fruits

Jumbo Shrimp Cocktail

Served with Cocktail Sauce & Lemons
\$ Market Price

Fresh Vegetable Assortment

Served with Ranch for Dipping

Smoked Salmon

Served with Cocktail Rye Bread & Horseradish Sauce
\$ Market Price

Any item in this menu can be customized to your liking

Please feel free to ask

Plated Dinner Entrees

*All Entrees are served with Seasonal Vegetables, Choice of Roasted Potatoes, Rice Pilaf or Mashed Potatoes**

Water, Fresh Brewed Iced Tea & Coffee

Grilled Sirloin

Choice of Garden or Caesar Salad
Sauce:

● Sautéed Garlic Mushroom

Chef's Choice Dessert

Priced per person

Chicken Breast

Choice of Garden or Caesar Salad
Choice of Sauce:

● Béchamel Cream

● Béarnaise

● Marsala

Chef's Choice Dessert

Priced per person

Chicken Cordon Bleu

Choice of Garden or Caesar Salad
Lightly Breaded Chicken Breast Stuffed with
Ham & Swiss
Cheese

Topped with Hollandaise Sauce

Chef's Choice Dessert

Priced per person

Grilled Salmon

Choice of Garden or Caesar Salad
Choice of Sauce:

● Citrus Butter

● Creamy Dill

● Honey Chipotle Glaze

Chef's Choice Dessert

\$ Market Price per person

Butter Nut Squash Ravioli in a Roasted Red Bell Pepper Sause (Vegetarian)

Choice of Garden or Caesar Salad
Garlic Bread

* No Side Choices

Chef's Choice Dessert

Priced per person

Jagerschnitzel Grilled Pork Chop

Choice of Garden or Caesar Salad
Sauce:

● White Cream Sause

Chef's Choice Dessert

Priced per person

The Lodge Surf & Turf

Grilled Sirloin & Salmon Filet
Topped with a Tarragon Cream Sauce

Choice of Garden or Caesar Salad

Chef's Choice Dessert

\$ Market Price per person



**Any item in this menu can
be customized to your liking**

Please feel free to ask

Dinner Buffets

*All Buffets are served with Water, Fresh Brewed Iced Tea & Coffee
Served for 1 Hour*

Italian Buffet

Caesar Salad with Parmesan Cheese &
Croutons
Pasta Salad
Cesar Salad
Fettuccini Alfredo
Meat Lasagna
Chicken Parmesan
Served with Mixed Italian Vegetables & Garlic
Bread Sticks
Chef's Choice Dessert
Priced per person

Southern Buffet

Mixed Greens with Creamy Ranch Dressing
Potato Salad
Country Coleslaw
Pulled Pork
Grilled Tri Tip
Southern Fried Chicken
Served with Green Beans, Mashed Potatoes
with Gravy
& Assorted Rolls with Butter
Chef's Choice Dessert
Priced per person

Garden Salad with Ranch Dressing
Fiesta Taco Salad
Cheese Enchiladas
Tequila Lime Chicken
Steak Fajitas
Served with Refried Beans & Rice
Tortilla Chips with Salsa & Sour Cream
Chef's Choice Dessert
Priced per person

Asian Buffet

Cucumber & Tomato Salad
Napa Cabbage Asian Slaw
Orange Chicken
Broccoli Beef
Sweet & Sour Pork
Served with Fried Rice, Chow Mein Noodles
& Deep Fried Eggrolls
Chef's Choice Dessert
Priced per person

An Evening in Big Bear Lake Buffet

Garden Salad with Balsamic Vinaigrette,
Ambrosia Salad
Chicken Oscar & Marinated Sliced Tri-Tip
Served with Roasted Potatoes, Mixed
California Vegetables & Assorted Dinner Rolls
with Butter
Chef's Choice Dessert
Priced per person

Taco Bar Dinner Buffet

Choice of Corn or Flour Tortillas
Taco Meats: Chicken, Pork and Asada (Beef)
Toppings: Onions and Cilantro
Salad: Mexican Fiesta Salad
Sides: Beans, Rice, Chips & Salsa
Dessert: Churro Bites
Priced per person



Mexican Buffet

Any item in this menu can be customized to your liking

Please feel free to ask

Carved Selections

*A selection of Roasts that are carved in the room for 1 hour
All items served with appropriate condiments and petite breads*

Baron or Beef

Béarnaise Sauce

\$ Market Price each

(Serves approximately 50 guests)

Marmalade Glazed Ham

Dijon Mustard

\$ Market Price each

(Serves approximately 50 guests)

**Any item in this menu can be
customized to your liking**

Please feel free to ask

Whole Tom Turkey

Cranberry Sauce

\$ Market Price each

(Serves approximately 25 guests)

Prime Rib

Roasted Garlic Cognac Sauce

\$ Market Price each

(Serves approximately 50 guests)

Roasted Pork Loin

Rosemary Garlic Butter

\$ Market Price each

(Serves approximately 50 guests)

Desserts

Based on 50 pieces - serves about 40 guests



Assortment of Cheesecakes

New York, Tuxedo, Raspberry & Chocolate

Fresh Baked Cookies

Choose from: Chocolate Chip, Peanut Butter, Almond & Sugar

Fresh Baked Fudge Brownies

Ultimate Rich Chocolate Brownies



Tiramisu

Italian coffee-flavored, lady fingers soaked in espresso
Layered with mascarpone cream

Crème Brûlée

Rich custard base topped with
A layer of caramelized sugar

Churro Bites

Bite-size crispy churro bites

Smothered in sparkling cinnamon sugar

Additional Beverage Prices

Water, Hot Tea & Coffee Station: Hourly Rate

Water, Fresh Brewed Iced Tea, Hot Tea & Coffee Station: Hourly Rate

Water Station: Hourly Rate

Soda by the can

Cash Bar Prices **Portable Bar (Two hour minimum)**

Wine & Champagne

Sparkling Cider

per bottle

House Wine

Chardonnay, Pinot Grigio, Merlot or Cabernet Sauvignon

per Bottle

per Glass

House Champagne

per bottle

Premium Champagne

Chardonnay, Riesling, Moscato, Sauvignon Blanc, Merlot,

Cabernet Sauvignon, Pinot Noir or Red Blend

per Bottle

per Glass

Beer

Domestic Beer

*per Keg *Serves 100-150 Cups**
(Advance Purchase Only)

Premium Beer

(Availability may vary)

*per Keg *Serves 100-150 Cups**
(Advance Purchase Only)

Liquor

Well Brand

per Drink

Call Brand

per Drink

Premium Brand

per Drink



The Lodge Big Bear Lake, wishes to establish the following policies concerning its banquet and meeting facilities:

1. SERVICE CHARGE AND TAXES: An automatic 18% service charge will be applied to all banquet prices. Applicable Sales Tax is subject to change, without notice, in accordance with local laws.

2. TAXES: Applicable Federal and California State taxes are applied to food, beverage, service charge, audio visual rental and meeting room rentals. Any group claiming a tax exemption must submit a photocopy of the group tax exemption certificate 72 Hours in advance of the event to the Catering Office.

3. GUARANTEE: Seventy-two (72) hours prior to any function or banquet, the individual, group or organization must provide the number of guests to expect and have established credit either by cash deposit of 50 percent (50%) of total billing or an approved credit method. After receiving the guaranteed number of guests, the function will be served accordingly with minimum charges to encompass 100 percent (100%) of the original guarantee. Guarantee numbers are not subject to reduction, for which you will be charged even if fewer guests attend. For plated food service, The Lodge at Big Bear Lake, A

Holiday Inn Resort will undertake to serve a 5 percent (5%) increase of persons above the attendance specified. For buffets, hors d'oeuvres, and all other events, we prepare for only your guaranteed numbers. It is the policy of The Lodge at Big Bear Lake, A Holiday Inn Resort that all catering be done by the hotel and no food or beverage may be brought into the hotel from outside sources.

4. CANCELLATION: Cancellations made less than thirty business (30) days prior to the event will be chargeable as follows:

Meeting room rentals and all catering functions are payable in full as negotiated. If meeting room rental was reduced because of a corresponding meal activity and the meal function is canceled, normal meeting room rental will be charged. All cancellations must be received in writing. No verbal cancellations will be accepted. The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to cancel an event for non-payment of deposits including declined or invalid credit cards. Any Audio Visual items canceled within 24 hours will be charged at full retail.

5. CHANGES AND PRICING: Any changes within 48 hours prior to the event are subject to a \$75.00 change fee. Food and Beverage prices are subject to change with market fluctuations; therefore, menu prices may also be affected. Published prices are subject to change pending receipt of a signed contract. Prices of printed menus are guaranteed no longer than 90 days.

Menu selections, room requirements and all other arrangements must be received two weeks prior to the function. Any changes to this agreement must be in writing and be approved by The Lodge at Big Bear Lake, A Holiday Inn Resort.

6. DEPOSITS (NON WEDDING): Social and political events will be required to pay 50 percent (50%) of their anticipated billing at time of signing contract. The balance will be due two (2) weeks in advance of the event. Dances with no meal activity will be required to pay 50 percent (50%) of the room rental at the time of a definite booking. The balance will be due 72 hours prior to the event and must be paid by cashier's check, cash or money order made payable to The Lodge at Big Bear Lake, A Holiday Inn Resort.

NO PERSONAL CHECKS. No event will be set-up unless the complete deposit requirement is fulfilled. All deposits are nonrefundable, non-transferable.

7. DEPOSITS (WEDDING): A \$3,000.00 deposit and signed function contract is due at time of booking. All deposits are nonrefundable and non-transferable. In the event of a cancellation, contracted terms are applicable.

8. PAYMENTS (WEDDING): A second payment of 50% of the estimated total is due 6 months prior to your event and a final payment is due 10 business days prior to your event. Final payment must be paid with cash, cashier's check or credit card.

9. FOOD AND BEVERAGE MINIMUMS (WEDDING): There is a \$1,000.00 minimum for weddings held Mondays-Thursdays, \$3,000.00 minimum for weddings held Fridays and Sundays and a \$5,000.00 minimum for weddings held Saturdays.

10. DAY OF COORDINATION: The Lodge at Big Bear Lake, A Holiday Inn Resort Sales and Catering Managers will provide you with all you're contracted and banquet event order (BEO) needs. The Lodge Holiday Inn Resort does not provide "Wedding Planner" or "Event Planner" services and recommends you select a Professional outside "Wedding Planner" or "Event Planner" for Rehearsals and Day Of coordination.

11. EXCUSED NON-PERFORMANCE: If, for any reason beyond control, including but not limited to strikes, labor disputes, accidents, government requisitions or regulations on travel, hotel operation, commodities or supplies, acts of war or acts of God, operator or The Lodge at Big Bear Lake, A Holiday Inn Resort is unable to perform its obligations under this agreement, such as non-performance is excused, and operator may terminate this agreement without further liability of any nature, upon return of registrant's deposit.

12. ROOM RENTALS AND SCHEDULES: Function rooms are assigned by the number of people anticipated. The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to change groups to a room suitable to the attendance, without notification, if anticipated attendance drops or increases.

13. CONDUCT OF EVENT, INSURANCE AND SECURITY: Registrant undertakes to conduct the function or banquet in an orderly manner, in full compliance with applicable laws, regulations, and The Lodge at Big Bear Lake, A Holiday Inn Resort policies. Registrant assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the hotel's premises during any time such premises are under control of registrant, or registrant's agents, invitees, employees or independent contractors employed by registrant. Upon the request of The Lodge at Big Bear Lake, A Holiday Inn Resort, registrant shall procure and maintain, at all expenses, policies of insurance in such amounts, upon such terms, and with such responsible insurance companies as shall be satisfactory to The Lodge at Big Bear Lake, A Holiday Inn Resort including comprehensive general liability coverage, worker's compensation, employer's liability and automobile liability coverage as may be required by The Lodge at Big Bear Lake, A Holiday Inn Resort. The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to charge security fees or may assign a security guard to an event at the cost of the function sponsor. Hotel management must authorize all event security. No armed Security Guards, The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to inspect and control all functions being held on premises.

14. ENGINEERING SERVICE: Any special assistance requests must be provided to the catering department seven (7) days in advance and additional charges may be assessed. These charges will be based upon labor involved and power usage.

15 PROVISIONS OF BEVERAGES: The sale, service and of alcoholic beverages are regulated by the State of California. The hotel, as an alcoholic beverage licensee, is subject to promulgated by the State of California, violations of which may jeopardize the hotel's license. Consequently, it is The Lodge at Big Bear Lake, A Holiday Inn Resort policy that alcoholic beverages may not be brought into the hotel from any outside sources. The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to close the bar due to low beverage sales and reserves the right to ask for proof of age from anyone under 35 years of age. The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to deny entrance to the hotel by any person who appears to be under the influence of alcohol or illegal substances. The Lodge at Big Bear Lake, A Holiday Inn Resort has the right to terminate the scheduled function with due cause. In such case, all moneys are non-refundable.

16. FREIGHT RECEIVING STORAGE AND SHIPPING: The Lodge at Big Bear Lake, A Holiday Inn Resort will not be responsible for freight or packages received more than three (3) days prior to a neither scheduled function, nor will the hotel is responsible for any freight or package left after adjournment. Address all boxes: Attn. Catering CLEARLY marked with function name and date! The Lodge at Big Bear Lake, A Holiday Inn Resort reserves the right to charge for storage or handling fees. The Lodge at Big Bear Lake, A Holiday Inn Resort shall not be responsible or liable for any shipping of registrants materials.

17. DISPLAYS & DECORATIONS, REGISTRANTS PROPERTY: All displays and decorations proposed by shall be subject to the prior written approval of The Lodge at Big Bear Lake, A Holiday Inn Resort in each instance. Any personal property of registrant or registrants' guests or invitees brought on the premises of the hotel and left thereon, either prior to, during or following the function or banquet, shall be at risk of registrant, and The Lodge at Big Bear Lake, A Holiday Inn Resort shall not be liable for any loss of, or damage to, any such property for any reason. Approval from hotel management is necessary before affixing anything to walls, floors, or ceiling. Nothing shall be nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building. Confetti, glitter and rice may not be thrown or used as decorations within hotel premises, a minimum of \$ 250.00 will be charged to the function sponsor

for any damage or soiling of hotel facilities. Signs or banners may not be placed in public areas without permission of hotel management. All signs in public areas must be professionally printed

18. Your Sales Manager will:

- Answer any Questions, provide resort and conference center suggestions and act as your primary Resort Guest Rooms Contact throughout the planning process.
- Act as room block consultant for all rooming selections, to achieve value for your dollar, while the required contracted minimums.
- Create an Estimate of Charges outlining your financial commitments and deposit schedule to resort.
- Establish contact with a Reservation Manager for guestroom reservations.
- Ensure a seamless transition to the Resorts Catering Manager.
- Personally oversee the details of the group V.I.P. (s) or bride and groom's room reservation.
- Reviews group billing for accuracy prior to the completion of your final bill.

19. Your Catering Manager will:

- Answer any questions, provide conference room and/or wedding location suggestions and act as your primary Catering Contact throughout the planning process.
- Act as menu consultant for all food and beverage selections, to achieve value for your dollar, while meeting the required contracted minimums.
- Detail your Banquet Event Order (BEO) outlining the event specifics.
- Create a Banquet Check outlining your financial commitments.
- Confirm details with any contracted vendors several days prior to your event.
- Be the Liaison with the Resort staff.



Contact us to help Celebrate your Special Event or Occasion

Contact: Deron Lane

Call: (909) 866-3121 or Text / Cell: (909) 921-3436

Email: Deron@thelodgebbl.com

Stephane Sanchez

Call: (909)866-3121

Email: Stephanie@thelodgebbl.com