

Imperial Room Reservation Procedure

March 1, 2014

Goeglein's Catering is the sole provider of catering service and room rental of the Imperial Room.

All requests for Reservations for the use of Mizpah's Imperial Room must be processed through Goeglein's Catering.

Contact Information

Greg Goeglein

260-749-5192

800-286-5402

For any and all open dates Goeglein's reserves first right to the date requested.

Member Use

Nobles of Mizpah Shrine will receive a member discount with the following criteria met.

1. Noble must be requesting discount for immediate family member only.
Cousins, nieces, brother, sister or other family members will not be allowed a discount.
2. Mizpah member will notify Goeglein's of intent to request discount. Goeglein's will contact The Potentate for approval. Once approval is provided Goeglein's will adjust room rental at time account settlement is made.

Other Masonic Bodies Use

While at times other Masonic bodies may request use of the Imperial Room it will be solely Gogelein's and the Potentates discretion for use on the date requested and what charges will be applied. Our goal is to work together for mutual use of the Imperial Room. All efforts will be made to accommodate all parties.

Club/ Unit Ballroom Use

1. Clubs and units desiring use of the Imperial Room for a club or unit function must first contact Goeglein's to determine open date and room availability. No room charge will be made.

2. Carry in of food is allowed, ie "pot Luck" or items provided by club/unit members. All catered items must be purchased from Goeglein's. No other food items may be purchased and delivered. **Alcohol carry in is not permitted by State law.** Mizpah's bar staff is available for refreshment service with prior to the event arrangements made. Goeglein's also can provide beverages at an additional cost if desired.
3. Club or unit requesting and using the Imperial Room will be responsible for set up of the room for their use.
4. Club or unit using the room will be responsible for leaving the room set up as found and clean. A cleaning charge of \$150.00 will be assessed if the ball room and catering kitchen not clean.

Goeglein's is responsible for booking all events to be held at the Imperial Room. Often these dates are booked one to two years out. Every effort will be made to accommodate clubs and units as requested but will be subject to prior bookings. Should a dispute arise the Potentate and Goeglein's will make all final decisions.

Every effort has been made to include all known events throughout the year. All clubs and units are requested to provide the Potentate in writing their requested date for the following year on or before December 15th. The current potentate will provide the requests to the current Chef Rabban for inclusion in the following year's calendar. Requests for dates received after the 15th will be "as available" and subject to prior bookings by Goeglein's and or clubs and units who submitted their requests.

The Mizpah Shrine office will maintain a calendar for reference only.

The Mizpah Shrine office will have no say in the determination of who receives approval for requested dates. Responsibility for approval solely rest with the Potentate/Chef Rabban and Goeglein's.