



*127 N. Main Street  
Bowling Green, OH 43402  
Phone (419) 353-5000 Fax (419) 353-1515  
www.Clazel.net*

Dear Guests,

GREETINGS! Thank you for considering the Clazel to host your special event. We understand that this is a busy time for you and want to make this process as easy as possible. The information provided is an outline of what we can offer you. As you will see, the Clazel is equipped to handle any range of events (e.g., wedding receptions, business meetings or trainings, holiday parties, class reunions, and Greek formals). The venue includes a spacious dance floor/dining area, two full-service bars, and plenty of seating space. Furthermore, staff at the Clazel will ensure your event conveys grace, style, and grandeur - all tenants of a great occasion.

We will assist you with entertainment, room design, catering, bar service and other miscellaneous amenities. We will serve as your point person on the day of your event to ensure that everything runs smoothly. For additional information, you may contact us at [info@clazel.net](mailto:info@clazel.net).

Sincerely,

*Clazel Management*

## **SEATING OPTIONS**

The Clazel is a versatile venue with plenty of room to accommodate any occasion ranging from small, intimate events to a large-scale event (with 300 guests).

## **BANQUET-STYLE SET UP**

The venue can accommodate approximately 300 guests at various tables. Additional seating (high-top bistro tables) may be added near the entrance of the venue surrounding the upper-level bar and on the two balcony areas overlooking the dance floor/dining area. This additional seating increases the seating capacity to approximately 250 guests. While tables and chairs are included in each package, an additional charge will be added for set-up of tables and chairs in the balcony areas.

## **GRAZING AREAS**

If you choose not to have a banquet-style set up for your event, grazing areas may be set-up to accommodate those guests who would like to take a seat periodically throughout the night with a combination of bistro and traditional tables.

## **CATERING**

The Clazel is poised to provide you with the finest menu for your event. A variety of cuisines are displayed to choose from, yet we can accommodate any additional items. The first two packages (i.e., baseline and mid-level packages) are buffet-style only. If you choose not to use our catering, an additional fee will be added. Please ask your event coordinator for further information.

## **BAR SERVICE**

To ensure your event is memorable, we offer a variety of alcohol packages. Please note that packages are available in three levels for your convenience Silver, Gold or Platinum. (Ask your wedding coordinator for details)

## **DJ SERVICES**

Our professional DJ is serious about his work. The DJ at the Clazel can create most any playlist you have in mind. High quality sound, dynamic light and video shows, and an experienced DJ are options you may add for an additional fee.

## **AMENITIES PROVIDED**

- \* Historic building beautifully preserved and adorned with exquisite original wood work, chandeliers, and high ceilings
- \* Beautiful Italian marble foyer
- \* Exquisite Italian fountain perfect for photo opportunities
- \* Large dance floor/dining area
- \* An event coordinator to assist you in planning your event and attending to the needs of guests
- \* Professional and courteous service staff
- \* Two balcony lounges that overlook the dance floor/dining area
- \* Audio/Visual equipment to accommodate your needs
- \* Twenty-three foot high definition projection screen
- \* Eight foot round tables and padded guest chairs
- \* Seating for up to 200 guests or grazing stations to accommodate up to 400 guests
- \* Table linens
- \* High- speed wireless connection capabilities
- \* Full sound system with Blue Ray disc player
- \* ADA accessible restrooms
- \* Wheelchair accessible ramp to the dance floor/dining area
- \* Professional DJ (If requested)

## PACKAGES AVAILABLE

### Package #1

State Tax & Gratuity are not included

### **The Velvet Rope Package:** (Baseline package available)

Minimum service for 100 guests is required

#### PACKAGE INCLUDES:

- \* Main Entrée (Buffet Package #1)
- \* Sides (Choice of 2 sides from Buffet Package #1)
- \* Soft drinks (water, soda, and tea)
- \* Table clothes (BLACK ONLY)
- \* Tables and chairs
- \* A/V equipment
- \* Set-up and breakdown of venue

\*\*\*Please note alcohol is not included in this package; please select a package from the "Bar Service" section and ask your event coordinator for further pricing information\*\*\*

## **BUFFET PACKAGE NUMBER 1**

### **CHOICE OF 2 ENTREES:**

Beef Stroganoff  
Lasagna Beef or Veggie  
Hot Sliced Breast of Turkey  
Baked Ham  
Baked Chicken  
Lemon Pepper Chicken  
Spaghetti Meatballs  
Fettuccini Alfredo  
Sliced Roast Beef with Gravy

### **CHOICE OF TWO SIDES:**

Steamed Veggies  
Green Bean Casserole  
Au Gratin Potatoes  
Rice Pilaf  
Roasted Redskin Potatoes  
Baked Potatoes  
Scalloped Potatoes  
Baked Sweet Potatoes  
Green Bean Almondine  
Side Salad  
Cole Slaw

## **Package #2**

State Tax & Gratuity are not included

### **The Directors' Cut Package:** (Mid-level package)

Minimum service for 100 guests is required

#### **PACKAGE INCLUDES:**

- \* Main Entrée (Buffet Package #2)
- \* Sides (Choice of 2 sides from Buffet Package #2)
- \* Soft drinks (water, soda, and tea)
- \* High-end chinaware
- \* High-end cutlery
- \* Table clothes
- \* Access to and use of the Bride's room
- \* Complimentary champagne toast (For bridal party only)
- \* Tables and chairs
- \* A/V equipment
- \* Set-up and breakdown of venue

\*\*\*Please note alcohol is not included in this package; please select a package from the "Bar Service" section and ask your event coordinator for further pricing information\*\*\*

## **BUFFET PACKAGE NUMBER 2:**

### **CHOICE OF 2 ENTREES:**

Chicken Parmesan

Chicken Marsala

Beef Kabobs

Chicken Kabobs

Seafood Alfredo

Chicken Cordon Bleu

Stuffed Chicken Broccoli and Cheese

Sweet and Sour Pork Tenderloin

Sirloin Steak Dinner

### **CHOICE OF TWO SIDES:**

Steamed Veggies

Green Bean Casserole

Au Gratin Potatoes

Rice Pilaf

Roasted Redskin Potatoes

Baked Potatoes

Scalloped Potatoes

Baked Sweet Potatoes

Green Bean Almondine

Side Salad

Cole Slaw

## Package #3

State Tax & Gratuity are not included

### **The Red Carpet Package:** (Top-level package)

Minimum service for 100 guests is required

#### **PACKAGE INCLUDES:**

- \* Main Entrée
- \* Sides
- \* Choice of one cold and one hot hors d'oeuvre
- \* Soft drinks (water, soda, and tea)
- \* Bartender (One bartender is provided per every 100 guests)
- \* Glass chinaware
- \* Silverware for cutlery
- \* Table clothes (Your choice of color)
- \* Access to and use of the Bride's room
- \* Red-Carpet for entryway
- \* Complimentary champagne toast (For bridal party only)
- \* Table service (If requested)
- \* Eight foot rounds or high-top tables and chairs
- \* A/V equipment
- \* Set-up and breakdown

\*\*\*Please note alcohol is not included in this package; please select a package from the "Bar Service" section and ask your event coordinator for further pricing information\*\*\*

**PACKAGE NUMBER 3 :**

**CHOICE OF 2 ENTREES:**

Prime Rib  
Pan Seared Scallops  
Grilled Shrimp and Vegetables  
Fried Shrimp  
New York Strip Dinner  
Grilled Walleye  
Carved Pork Loin  
Caribbean Salmon

**CHOICE OF TWO SIDES:**

Steamed Veggies  
Green Bean Casserole  
Au Gratin Potatoes  
Rice Pilaf  
Roasted Redskin Potatoes  
Baked Potatoes  
Scalloped Potatoes  
Baked Sweet Potatoes  
Green Bean Almondine  
Side Salad  
Cole Slaw

## GRAZING STATION PACKAGE:

Mixed Veggies and Ranch

Cheese and crackers

Cheese Ball and Crackers

Chips and Pretzels

Mixed Nuts

7 Layer Dip

Cheese Con Queso Dip

Fresh Fruit Tray with Dip

Bruschetta

Chips and Salsa

BBQ Cocktail Franks

Pinwheel Sandwiches

Sweedish Meatballs

Sweet and Sour Meatballs

BBQ Meatballs

Egg Rolls

Spring Rolls

Chicken Wings

Chicken Chunks

Potato Skins

Chicken Quesadillas

Chicken Satay

Beef Satay

Bacon Wrapped Water Chestnuts

Stuffed Mushrooms

Spinach Artichoke Dip

Smoked Salmon

Shrimp Cocktail

Crab Cakes

Breaded Cheese Cubes

BBQ Ribs

Bacon Wrapped Scallops

Mozzarella Sticks

Assorted Mini Sandwiches

Beef Kabobs

Chicken Kabobs

If you are interested in further consultation with our director of special events, please complete the registration form  
and email or drop it off

## REGISTRATION FORM

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best time to be called: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Type of event: \_\_\_\_\_

(Wedding reception, business training, holiday party, etc.)

Anticipated Date of event: \_\_\_\_\_

Amenities requested:

(Please check all that apply)

- \* A/V equipment
  - \* DJ services
  - \* Catering services
  - \* Bar service
  - \* Sound system
  - \* Table linens (other than the basic black table clothes provided)
  - \* Eight foot round tables and padded chairs
  - \* High-top tables for grazing stations
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