

AHS Senior Day
April 4, 2023
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The Leadership Center is located on 43.5 beautiful acres on the edge of Aurora. We have over 13,000 sq. ft. of meeting space, an indoor pool, gymnasium, and more. Providing you with a meeting space for group to retreat is no problem at all. We would be happy to set up rooms and spaces to meet your conference and breakout room needs. All food is prepared in our fully staffed kitchen. They can accommodate a number of dietary issues if they are aware of them (i.e.: gluten intolerance, diabetic, lactose free, etc.). There is a pond for catch and release fishing and paddle boating/kayaks/canoes, 2 areas for bonfires, 2 sand volleyball pits and a large area for games like football or softball. We offer complimentary internet in our lodges and meeting rooms. We encourage you to visit our website: <http://www.tlcaurora.org/> to see all the things we offer!

I have included a quote based off of our conversation. If you need something else, just let me know and I would be happy to get that for you! Please note our prices for this quote are based off 2023 prices.

Quote 1: **Pricing per person**, includes (1) etiquette meal with linens.

Option #1: \$15.52

Pork Loin

Stuffing w/ Gravy

Green Beans

Mixed Greens Salad

Dinner Roll w/ Butter

Dessert

Meeting Rooms: \$1000.00*

*The Leadership Center would be happy to sponsor facility usage as we have done in the past.

Quote 2: **Pricing per person**, includes (1) etiquette meal with linens.

Option #2: \$14.77

Bone in Chicken

Baked Potato w/ Butter and Sour Cream

Carrots

Mixed Greens Salad

Dinner Roll w/ Butter

Dessert

Meeting Rooms: \$1000.00*

*The Leadership Center would be happy to sponsor facility usage as we have done in the past.

Quote 3: **Pricing per person**, includes (1) etiquette meal with linens.

Option #3: \$13.99

Chicken Fried Chicken

Mashed Potatoes & Gravy

Corn

Dinner Roll w/ Butter

Mixed Greens Salad

Dessert

Meeting Rooms: \$1000.00*

*The Leadership Center would be happy to sponsor facility usage as we have done in the past.

Once you have made your meal selection, please let me know. I will issue a contract then. If you would prefer other quote options, do not hesitate to contact me.

Other things to plan on:

- Your group will be assigned a meeting room large enough for the size of the group and needs. Extra meeting rooms will be billed accordingly. This includes break out rooms.
- A **Final Number Guarantee** must be given no later than 7 business days before event. This number will be the number you will be billed for unless number goes up.
- Final food counts, room counts and numbers are due to the center no later than **7 business days** before. We can make minor adjustments after that, but this may incur extra fees.
- The **Final Balance** on your event will be due no later than then 15 days after your conclusion of your event.
- **Covid-19:** In case of event having to be postponed due to Covid-19: If event must be postponed due to Covid-19, your group will be given 21 days to pick another date within 6 months of the original scheduled event. The event must be the same Contract Value or of greater Contract Value as the original event. If an event cannot be rescheduled, the group will be held to the terms of the original contract.
- If event must be **canceled due to inclement weather**, your group will be given 14 days to pick another date within 6 months of the original scheduled event. The event must be the same Contract value or of greater Contract Value than the original Contract. If an event cannot be rescheduled, the group will be held to the terms of the original contract.
- **All other cancellations will be held to contract terms.**
- A **10 % finance charge** will be assessed on all late invoices with a 10% finance charge to the outstanding balance every month afterwards. Finance fees will not be waived.
- **Special Dietary Needs:** Our Chef and Kitchen staff can accommodate most special dietary needs if they are aware of them beforehand. Please let us know if you have any special dietary needs: i.e., Diabetic, Gluten Intolerance, Vegetarian, etc.
- **Snacks** are allowed in your meeting room and in your lodge room. There is a vending area available on first floor by the Kiewit Lodge entrance. Though outside food is allowed in your meeting and lodging areas, food that is temperature controlled cannot be brought in as mandated by Nebraska Food Code nor can we provide you a refrigerator or storage of outside food of any kind. This includes coffee pots, ice cream, delivery pizza, grilling or BBQ, etc. **Anything that needs to be heated, cooled or frozen may not be brought in.** The Leadership Center has been instructed to dispose of any food in violation. All food served by The Leadership Center will be set-up and removed by The Leadership Center. This policy is not to be difficult to our guests, but to ensure the safety of our guests and our ability to continue serving our guests the best way possible.

- The Leadership Center is a smoke free & pet free facility. Smoking is strictly prohibited in any meeting room, lodge room, dorm/cabin or indoor facility. The only animals allowed are working animals that are properly documented.
- **Appropriate clothing** is required at all meals. No bathing suits or pajamas allowed. Also, shoes must be worn.
- The **Dining Room** (Mather Hall) is not a common space meeting room and is not available for groups to use outside of meal times unless previously arranged. We ask you to respect this in assistance to our Chef and Kitchen staff and preparation.

Please let me know if there is anything else I can assist you with. We would be pleased to accommodate your group if given the opportunity. I look forward to hearing from you. Thank you.