

Use of Facility for Special Events

Special Events may include but not be limited to the following:

- Wedding Receptions
- Rehearsal Dinners
- Civic Organizations and Club Meetings
- Holiday Parties
- Birthday, Anniversary and Reunion Gathering

Use of the Facility:

- Individual spaces may be reserved or rented for a fee separately or combined
 - Meeting Room
 - Dining Room
 - Porch
- The Entire Facility may be reserved or rented for a fee compensatory with
 - season,
 - time of day
 - time of week
- Use of room or facility includes:
 - Tables, chairs, dishes, silverware and glassware
 - Table and Floral Decorations may be provided by other sources

Guidelines for Fee Structure for use of Entire Facility - Evening

- With room for exception, the following rates apply for **Evening** rental
 - \$ 4250 for November through February 28
 - \$ 4500 for August 15 – September 30
 - \$ 5500 for October
 - \$ 4500 for March 1 through March 15
 - \$ 7500 for April 15 through May 15
- Not available or \$15,000 for evening rental
 - from March 16 through April 14
 - May 16 through August 14
- All pricing is for up to 100 guests; add \$10 per guest on final guest count
- Pricing includes Choice of 3 Entrée Items (see options), Salad, Dessert and Non-Alcoholic Beverages
- Holiday Parties are considered on a case by case basis.
- Does not include Sales Tax (7%) or Gratuity (18%) for service staff and bar
- Notes:
 - Capacity is no greater than 125 for sit down gathering
 - Capacity is no more than 250 for party with food stations

Guidelines for Fee Structure for Use of Individual Areas of Facility

- A \$500 fee will be charged unless party is ordering or has preordered lunches or dinners for each attending guest.
- Checks may be separate or included on one bill.
- Civic Organizations, Clubs and small groups may reserve individual areas as they are available.
 - Those with static scheduled meeting times will be given priority over “once in a while” groups.
 - No non-eating meetings will be allowed unless prior permission from the Owner has been arranged.

Fees may be structured in many ways but not limited to the following:

- Set total amount for facility, food, decorations
- Set individual amount for facility, food, decorations

Credit card numbers are required to reserve any space in the facility

- A 10% or \$200 fee (which ever is the greater) will be applied to card if event cancelled in less than 48 hours.
- Contract required for Entire Facility Rental