



Wedding Event Contract

Please review information, sign, date and send back to us with initial non-refundable deposit of \$1000.00 to secure the date.

A confirmation of guest count is to be made no later than 14 days prior to the wedding.

Thereafter, the number may be increased at the quoted per person cost, but not decreased.

20% service charge and 8% NYS sales tax will be added to your bill. 50% of wedding estimate will be due one (1) month before the wedding, balance due 7 days before wedding. The final guest count is due 14 days prior to wedding. Preliminary agendas are required 14 business days prior to your wedding with minimum guaranteed attendance. Final floor plans and agendas are required no later than 7 days in advance of your event. An administrative charge of 20% is added to your bill for this catered event which is used to defray the cost of set up, break down and other house expenses. No portion of this charge is distributed to the employees providing service. You are free, but not obligated to add or give a gratuity directly to your servers.

Due to the fluctuating cost of food items, menu prices are subject to change within fourteen (14) days of the event. If a drastic change in the menu cost occurs, the Client has two (2) options:

- a. Client will pay the additional cost based on the current adjusted price, or
- b. Client can substitute other menu item(s) to maintain the agreed upon per person price.

Cash, checks or credit card accepted. All prices quoted are based upon cash/check payments. If the method of payment is made by credit card, Caterer passes along transaction fees to the Client and reserves the right to increase the price of the total contracted charges by 3%.

SIGNATURE: _____

DATE: _____