

# **Banquet Policies**

## **Deposits**

A deposit of \$200.00 dollars will secure a date and time for your private party of 25 or more guests. A contract or function detail sheet outlining the times and menu selections will be prepared. All deposits are non-refundable 15 days after receipt of first deposit.

## **Guest Count**

For scheduling, preparation and billing purposes an exact guest count is requested seven days prior to your affair. Exact entrée counts are requested no later than one week prior to the affair, unless the host has opted, at an additional cost, not to provide an entrée count. In that case the host will select up to three choices prior to the. Billing will be calculated from the guaranteed counts provided by the host, or actual guest counts on the day of the affair, whichever is greater.

## **Gratuities and Taxes**

The Inn maintains a full time professional wait staff. Most private events will have different table configurations requiring additional time to set-up and break-down. During your event the staff's attention to your guests' needs will add to the wonderful memories for your guests. With this in mind, it is suggested that you consider a gratuity of 18%-22% of food and liquor sales. All food and beverage prices are subject to 7% New Jersey sales tax.

## **Grounds Fee or Room Charges**

Wedding or vow renewal ceremonies that require set up, rearranging of tables and chairs are subject to a \$100.00 grounds fee or set-up charge. Gazebo ceremonies with white chairs, rehearsal and ceremony coordinator are subject to a \$175 grounds or set-up charge. This charge is also assessed for groups who stay beyond the agreed upon departure time.

## **Payment**

Full payment for private parties under 30 guests will be due at the conclusion of the affairs. We accept cash or a local check for this final payment. Master Card, Visa or American Express are also accepted. Private parties over 30 guests will be presented an estimated bill 14 days prior to the affair of which 100% payment will be due 10 days before the affair. The balance, if any, will be due at the conclusion of your event.

## **Accommodations for Children**

Children 10 years and older are considered as adults with regards to pricing, however they may have an alternative menu selection of; Fried Chicken Fingers or Pasta with red or butter sauce. Children 9 years and under may pre-order off the Inn's Ala Carte Children's Menu. Children 9 and under will not be served the other courses without additional charges.