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## **Banquet Policies**

Thank you for considering Byrncliff Resort & Conference Center for your upcoming event. Our facility offers you a comfortable surrounding, delicious meals, and a staff with a sincere desire to provide you with an enjoyable experience.

### **Prices**

All quotations are subject to change without notice due to market fluctuations and proportionate increases in cost of food, beverages, commodity prices, labor, taxes, or currency values. Prices will be confirmed in the year of the event.

### **Deposit & Contract**

A function date can be placed on hold for two weeks with no commitment from the client at the discretion of a Byrncliff reservation manager. At the two week point, if no deposit has been received, Byrncliff may release the date and open it to other potential clients. A deposit of \$200 - \$500 (depending on size), a signed contract, and the signed banquet policy sheet are required to guarantee the date of your event. The deposit will be applied to the remaining balance of your bill.

### **Payment**

The balance of your final bill must be paid at the conclusion of your event. A 5% service charge will be added to your bill for invoicing. If necessary, an additional 5% will be added to the cumulative total every 14 days until the bill is satisfied. All prices are subject to New York State sales tax and service charge. Acceptable methods of payments are cash, personal check, certified check, or credit card. For weddings: a payment of 50% of your estimated total bill will be due seven days prior to the event and if a credit card is used as the form of payment a 2.5% fee will be added to the bill.

### **Final Guest Count**

The final guaranteed guest count is required 7 days prior to the event for all functions. This number is not subject to reduction and is considered a financial commitment. We will be prepared to serve 5% over your guarantee. You will be billed for the guaranteed number of guests or for the number served, whichever is larger. We reserve the right to move your function to a different room based on event size.

### **Overnight Accommodations**

If you choose to hold rooms for your guests then you will be responsible to pay the full amount for any rooms that are not utilized in your room block. We suggest having your guests call to make deposits on their own.

### **Cancellation Policy**

If it is necessary to cancel at anytime, the deposit is non-refundable. If cancellation occurs within 30 days prior to the event, all monies paid are non-refundable, plus you will be responsible for 50% of the estimated final bill. If cancellation occurs within 10 days prior to the event, all monies paid are non-refundable, plus you will be responsible for 100% of the estimated final bill.

### **Menu Selections**

The final menu selections are due seven days prior to the event. At that time, all menu selections shall be considered definite and not subject to change. Items listed on our menus are by no means the only items available. We will be most willing to discuss alternate menu selections specifically requested for your event.

### **Catering Policies**

Due to NYS Health Department regulations, all food and beverages, except special event cake or special needs food/beverage, must be purchased from Byrncliff Resort and Conference Center and served by our staff. No other food and beverages may be brought in. All remaining food and beverages cannot be taken off the premises including meals for guaranteed guests that are unable to attend. If you have more than one selection of entrees, you must provide place card labels for your guests corresponding to their selections.

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## Banquet Minimum Requirements

All buffets and family-style meals require a minimum of 30 people. Final counts that fall below 30 people will be billed for 30 people.

## Length of the Event

The allotted time for your event is five hours. Additional time can be requested at the rate of \$150 per hour and is based on availability.

## Decorations

You are responsible for set-up and removal of all decorations and favors. Set-up and decorating time must be scheduled in advance. Prohibited items include nails, tacks, pins, staples, glitter, confetti, and bubble machines. A \$200 fee will be assessed for use of prohibited items.

## Alcoholic Beverages

Byrncliff Resort & Conference Center holds a license granted by the New York State Liquor Authority and is held responsible for complying with its regulations. Therefore, guests are not allowed to bring or remove alcoholic beverages from function areas. Guests under 21 years of age are prohibited from being served alcoholic beverages. Byrncliff Resort & Conference Center and its officers reserve the right to refuse service of alcohol to individuals that abuse their consumption privileges or violate the law. In an effort to create a pleasurable experience for everyone, shots of liquor are prohibited from being served during open bars.

## Conduct, Damage, & Theft

Byrncliff Resort & Conference Center and its officers reserve the right to refuse service and/or remove individuals from the premises who may jeopardize their safety, the safety of others, or are destructive to the property. All damages to our property and equipment incurred by you or your guests will be added to your bill. We are not responsible for lost, stolen, or damaged articles. Rice or confetti may not be thrown inside or outside of the facility. A \$200 cleanup fee will be assessed to your bill if any of these prohibited items are used.

## Smoking Policy

According to New York State law, smoking will not be permitted indoors, under overhangs, or on the porch. Smoking is permitted in designated marked areas.

## Cake Cutting Service

Byrncliff staff will cut, serve, and/or wrap you cake at no additional charge. Special event cakes brought in will be considered the menu dessert choice.

## Liabilities

We are pleased you are considering the use of our banquet facilities. Please be assured we will do everything possible in the event of unforeseen circumstances. In any event; however, the resort shall not be responsible for any failure to perform, which is attributed to federal, state, or municipal actions or regulations, fires, floods, hurricanes, tornadoes, blizzards, war, power outages, acts of God, or any other act that is out of control of the resort. If, in the event of one of the above contingencies, the patron wishes to reschedule the event, and upon removal of such interruption, services shall be resumed at the specified date, time, and agreed upon rate.

**I (we) have read the attached policies and agree to be financially responsible for this event.**

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*Client Signature*

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*Date*

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*Print Name*

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*Title*