



## **Banquet Policies & Procedures**

Thank you for selecting 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.

### **~All Banquets~**

#### **Quotes**

All quotes are subject to proportionate increases in cost of food, beverage, commodity prices, labor, and taxes.

#### **Deposit**

A deposit of \$250.00 is required to guarantee the date of your event. The deposit will be applied to the remaining balance of your bill.

#### **Payment**

A payment of 50% of your estimated total bill will be due 10 days prior to the event for all wedding receptions. The balance of your final bill must be paid at the conclusion of your event, unless you have established credit with Byrncliff PRIOR to the event. All prices are subject to New York State sales tax and 18% service charge.

#### **Guarantee Policy**

The final guaranteed guest count is required 7 days prior to the event. We will be prepared to serve 5% over your guarantee. You will be billed for the guaranteed number of guests plus any additional guests served over the guaranteed amount. If your guest count drops the week of your event, we reserve the right to move your function to a different room.

#### **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 held liable for 50% of the estimated final bill. If cancellation occurs within 7 days prior to the event, all monies paid are non-refundable, plus you will be held liable for 100% of the estimated final bill.

#### **Decorations**

You are responsible for set-up and removal of all decorations and favors. Prohibited items: nails, tacks, pins, staples, glitter, confetti, and bubble machines.

#### **Catering**

Due to NYS Health Department regulations, all food and beverages, except wedding cake, must be purchased from Byrncliff Resort & Conference Center and served by our staff. 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, we suggest that you provide place card labels for each guest corresponding to their selection.

**Alcoholic Beverages**

Alcoholic beverages cannot be brought in from outside sources. Shots of liquor are prohibited from being served at catered functions. Guests under 21 years of age are prohibited from being served alcoholic beverages. Byrncliff Resort & Conference Center and its officers reserves the right to refuse service of alcohol to individuals that abuse their consumption privileges or violate the law.

**Conduct, Damage, & Theft**

Byrncliff Resort & Conference Center and its officers reserve the rights 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. No rice, birdseed, confetti, or any other items may be thrown inside or outside of the facility.

**Length of the Event**

The maximum time for your event is five hours. Events extending beyond five hours will be charged an additional \$100.00 per hour.

**Smoking Policy**

By NYS law, smoking will not be permitted indoors and only in designated areas.

**~Weddings~**

Congratulations on your engagement! This is an exciting time for you and your fiancé and we want to make your day special.

**Cake Cutting Service**

Byrncliff staff will cut, serve, and/or wrap you cake at no additional charge. Wedding and anniversary cake will be considered the menu dessert choice. Additional desserts are available for purchase.