

Banquet Terms & Policies

Best Western Inn at Hunt's Landing

120 Routes 6 & 209, Matamoras, PA 18336 Ph. (570) 491-2400 Fx. (570) 491-5934

DEPOSIT & PAYMENT SCHEDULE: The hotel will tentatively hold the date and the space for 15 days without obligation. A non-refundable deposit of \$500.00 for weddings with a signed contract must be received by the hotel's sales staff within 15 days thereafter. Reservations are considered definite upon receipt of deposits and signed contract. A second deposit is required 100 days prior to the event and is based on fifty percent of the estimated total price of the event. The final balance is due 15 business days prior to the event date. Payment can be made in the form of Bank Check, Money Order, Debit Card or Cash. Credit Cards are not accepted. Any incidental is due at the end of the function which can be paid with any major Credit Cards.

MENU SELECTIONS: To ensure availability, menu selection must be received by the hotel sales staff 15 days prior to the event.

FINAL GUARANTEE: The final guaranteed number of attendance for your event must be received by the hotel sales staff seven (7) days prior to the event date. You will be billed for that number, or the actual number of guests served, whichever is greater.

CHILDREN CHARGES: In the wedding package, children under 7 years of age: \$15 per child includes hors d'oeuvres, Chicken Fingers with Fries for dinner and dessert. 7-10 years of age: 50% of the package price per person. 11 to 20 years of age: Full package price per person with credit for the bar. Tax and gratuities included in the price.

TAX & GRATUITY INCLUDED. Additional gratuities is optional.

FOOD TASTING: A complimentary tasting of two entrees items for Bride & Groom to be, will be provided with a signed contract. Additional entrees can be added at \$20.00 per-entree. All food tasting arrangement must be made in advance with your event planner.

MEAL FOR VENDORS (Band, Disc Jockey, Photographer, etc.): In the wedding package, should the Customer wish to provide a meal for their professional vendors, the price is: **50%** off the package price per person. No vendors are permitted to consume alcoholic beverages from the bar.

CEREMONY FEE: The fee for a wedding ceremony taking place at our location is \$3 per-person (minimum \$300). This service requires an advance notice and is subject to room availability.

PLACE CARDS, FLOOR PLANS, FAVORS, GUEST BOOK, ETC.: The floor plan, place cards (in alphabetical order), and other special items must be delivered to our catering office 72 hours prior to the event with specific instructions.

ALCOHOLIC BEVERAGE SERVICE: Pursuant to the terms of our liquor license, the hotel is the only licensed entity to sell or to serve alcoholic beverages on the premises. Therefore, liquor not purchased from the hotel may not be consumed within the confines of the hotel. The legal drinking age is 21. Guests who appears to be under the age of 30 will be ID. The management and bartenders reserve the right to make decision on continued service of alcoholic beverages. For billing purposes, the number of bar guarantee is based on the number of persons in attendance who have attained the legal drinking age. The Customer agrees to pay \$50.00 set up fee if the bar sales is less than \$250.00 per-bar. For everyone safety, no glasses are permitted on the dance floor.

CANCELLATION: The cancellation fee is equal to a percentage of the estimated total bill, as follows: 90 days in advance of the event notice: **40%**; between 90 to 60 days in advance of the event notice: **60%**; between 60 to 30 days in advance of the event notice: **80%**; 30 days or less prior to the event: **100%**.

FOOD or BEVERAGES NOT PURCHASED FROM THE HOTEL: For safety, no food or beverages of any kind not purchased from the hotel is permitted to be brought in the banquet room, unless previously agreed in writing.

REMAINING FOOD: For health and safety reasons, food & beverage items remaining from the buffet service function cannot be removed from the premises.

LOSS OF GUESTS' PROPERTIES or MERCHANDISE: Unattended coat racks will be provided for your guests in the hallways. The Best Western Inn at Hunt's Landing and it's staff & management are not responsible for any loss or damaged properties or merchandises left unattended at the banquet or hotel facility prior to, during or following the event. Coat room attendant can be arranged for additional charge.

DECORATIONS: The Best Western Inn at Hunt's Landing does not permit the affixing anything to the walls, room dividers, floor or ceiling with nails, staples, tacks, double tape or duct tape. No confetti, rice, birdseeds or the use of fog machines are permitted inside the premises.

DAMAGE & SPECIAL CLEANING FEE: The Customer assumes a full responsibility for any malicious damages (other than normal wear and tear) to the hotel properties incurred by their guests, and for special professional cleaning services required above and beyond the norm.

OBLIGATION: Customer's and the Hotel's obligation under the contract for the event are subject to and will be relieved from if it's obligation to perform is impaired due to labor disputed strikes, utility shortages, government restrictions, unavailable commodities, fire, flood, storm, war or other acts of God or causes beyond the control of the Inn at Hunt's Landing.

PARKING: Free outdoor parking is available on location. Valet parking service can be arranged for additional charge.

Your signature below indicates you have read and understand the Banquet Terms & Policies set forth above.

Hotel Representative Signature

Date Signed

Customer's Signature

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