

The Seasons at Bunker Hills

www.theseasonsatbunkerhills.com

2010-2011 Wedding Reception Policies

Room Fee

There is a \$1200.00 room rental fee for wedding receptions which includes our entire banquet space for 7 ½ hours (typically from 5 p.m.-12:30 a.m.) This will provide wait staff, setup, cleanup, bar setup, bartenders, security, mirrored table tiles, votive candles, bud vases, white linen tablecloths and napkins, guest book podium, cake cutting and serving, skirting for cake table, punch table and head table, cordless microphone, 7 x 7 foot screen, and a 15' x 15' dance floor. If there are specific requests (custom decorations or additional equipment) an additional fee may be applied.

Food and Beverage Minimums

The minimum amount to be charged for food and beverages is \$4,000. The food and beverage minimum does not include service charges or state sales taxes. The room fee does not apply to the food and beverage minimum. Minimums may be less on Friday or Sunday receptions. Please check with the catering staff on specific dates.

Payments and Deposits

The room rental fee is required as the deposit at the time of booking to hold the space. Full payment, along with the guaranteed number of guests, is required no later than seven working days prior to the event. **Deposits are non-refundable.** Final payment is acceptable in the form of cash, cashier's check, or credit card. If you plan on coming in to make the final payment, please make an appointment with the catering department.

Attendance Guarantees

Catered event attendance guarantees are due seven (7) business days prior to the event. Once a guarantee is given, your count can always increase, but never decrease from your original guarantee. If we do not receive a guarantee from you, the original count will be assumed to be your guarantee. The Seasons does not prepare additional meals, however we will make every effort to accommodate additional guests. The charges for catered events will be based on the guaranteed or actual attendance; whichever is greater.

Menus and Entrees

The contents of our banquet menus are only suggestions. We will be happy to design custom menus tailored to your specific needs. We offer buffet or plated meals. For plated meals, The Seasons will serve up to two entrees, plus a vegetarian and children's meal, for your reception. A color coded or labeled place card must be

provided by the client to identify each guest's meal selection. The breakdown of entrée selections is due at the time of the final headcount.

Pricing and Service Charges

Significant or unexpected increased food and beverage costs may result in menu price changes. **These menu price changes may be made up to ninety (90) days prior to the function.** All food and beverage prices are subject to an eighteen percent (18%) service charge plus applicable state sales taxes.

Food and Beverage

Liability insurance provisions, county licensing, and state health department regulations **do not** allow food and beverages to be brought into or out of The Seasons. Therefore, all food will be prepared by The Seasons. For the safety and well being of our guests, perishable food and beverages served on the premises **are NOT** permitted to be taken out of the restaurant. The only exceptions to this policy are commercially prepared wedding or groom's cakes.

Decorations

Room decorating arrangements should be made ahead of time with the sales and catering office. Certain items such as confetti, glitter, colored crepe paper, open flame candles, and rice are prohibited. You must have all decorations approved by the sales and catering office. All items brought into The Seasons are your responsibility for taking out of The Seasons the day of your event or a \$50 clean up fee will be charged. You will be able to decorate at 11 a.m. the day of your event unless otherwise arranged with the catering staff.

Loss and Damage

We are not responsible for any theft, loss, or damage to articles left on our premises under any circumstances whatsoever. This includes the theft, loss or damage to the client(s) property and/or that of the guests in attendance. Also, the client is responsible for all loss and damage to the premises that may arise from the guests in attendance. The Seasons reserves the right to assess cleaning or damage fees as necessary.

Timeline

| | |
|-----------------|---|
| Date of booking | Room rental fee due upon booking to reserve your date |
| 6 months | Call to set event times/food service before printing invitations |
| 4-6 weeks | Call catering department to finalize details and menu |
| 1 week before | Call in guaranteed guest count, finalize table arrangements, and make final payment |

Call with questions anytime!

Clients Signature _____

Date _____

Client agrees to the terms and conditions as stated above.