

# Private Event Packages:

## TERMS & CONDITIONS

Buffets are required for larger groups (25+ people) – **Until further notice, Buffets are subject to additional labor fees for attendants, due to COVID-19 restrictions.**

For smaller groups, appetizers are served family style and entrees are ordered a-la-carte from the above-listed options. Family-Style service may be available for small groups, and pricing may vary. Ask our Event Specialists for more details.

**All food packages are subject to 6% MD Sales Tax and 22% Service Charge.**

**Payment by credit card is subject to an additional 4% service charge.**

**All alcoholic beverage packages are subject to additional 3% alcohol tax per Maryland Law.**

### Payment Terms:

Deposit in the amount of the Room Rental rate is due upon booking. Your reservation is not considered confirmed until the contract is approved and the deposit has been paid.

Full balance based on the final minimum guaranteed headcount is due five (5) days prior to the event.

Any final charges based on beverage consumption, increased headcount, etc. will be billed at the conclusion of the event. If payment is made by credit card, the card on file from the deposit will be used unless otherwise specified.

Depending on the size and timing of the event, the Restaurant may be open to other guests. If the Restaurant is open to the public, outside guests will be seated in a separate area from the event, so as not to inhibit the enjoyment of the Client and guests. The Restaurant reserves the right to relocate the event to a different room, pursuant to the final headcount. Rental fees and food & beverage minimums for final room selection will apply.

The Restaurant requires a **final guest count seven (7) days prior to the date of the event**. Final guest count is considered a guarantee not subject to reductions. Final billing will be based on this guarantee or the actual number of guests served, *whichever is greater*.

**Menu selections must be received fifteen (15) days prior to the event.** The Restaurant must provide all food and beverages consumed on the premise. Exceptions may be made for outside desserts provided by a licensed commercial bakery. **Desserts from outside the Restaurant are subject to a service charge of \$3/person.**

The Restaurant provides white table linens. If the Client chooses to rent specialty linens, the Restaurant can make linen rental arrangements for an additional charge, based on current rental rates.

The use of confetti, glitter, or any similar decorations is strictly prohibited. If any small-pieced decor is used, a \$250 cleaning fee will be applied to the final invoice of the event.

### CANCELLATION POLICY

In the event the rental of the Restaurant is no longer needed (cancellation of event, etc.) the Client agrees to pay a percentage of the agreed fee, as set out below:

- Deposit is non-refundable, but can be applied to future event date within the year, if rescheduled
- Forfeiture of 25% of the anticipated balance due, if event is cancelled within two weeks of the event

### EVENT START TIME

The Restaurant arranges all other reservations around the timing of contracted events. Food service shall occur within 30 minutes of scheduled time. If food service is delayed due to late arrival of event guests or any other occurrence that is not due to the neglect or failure of the Restaurant to perform, a penalty will be charged on the final event invoice. Penalties are valued as follows: \$250 per half hour delay, per up to 50 guests. (I.e. 100 guests delayed 30 minutes will incur a penalty of \$500)