

# TERMS & CONDITIONS

## **FOOD & BEVERAGE:**

Service Style: Buffets are required for larger groups (25+ people)

For smaller groups, Appetizers are served family style and entrees are guests' choice.

The Restaurant will provide food, beverages, and professional service staff for the event based on the Client's menu selections. **Menu selections must be received ten (10) 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. **Outside desserts are subject to a service charge of \$3/person.**

## **PAYMENT TERMS:**

**Deposit:** A non-refundable 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.

**Final Balance:** Final balance will be based on the final headcount guarantee, or the actual number of guests served, *whichever is greater*. Any final charges based on beverage consumption, increased headcount, etc. will be billed at the conclusion of the event, and payment is due upon receipt of final invoice. The card on file from the deposit will be used for the final balance unless otherwise specified, in writing.

All food and non-alcoholic beverages are subject to 6% Maryland Sales Tax and 22% Service Charge.

Payment by credit card is subject to an additional 4% service charge. (Deposit is not subject to this charge)

All alcoholic beverage packages are subject to 9% alcohol tax per Maryland Law.

**Final Guest Count: Due seven (7) days prior to the date of the event.** Final guest count is considered a guarantee not subject to reductions. **The Restaurant will be prepared, if needed, to seat & serve up to 20% over your guaranteed headcount.** For Pharmaceutical events where the host is only authorized to pay for the number of actual attendees, the shortage from the final guarantee will be charged as additional room rent.

## **CONDITIONAL USE OF THE SPACE:**

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 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.

**Decorations:** The use of confetti, glitter, or any similar decorations is strictly prohibited. This includes balloons that contain confetti. If any small-pieced decor is used, a \$250 cleaning fee will be applied to the final invoice 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)

## **CORRESPONDENCE:**

The Director of Special Events will correspond with points of contact who are listed on the Contract. It is the Client's responsibility to share pertinent information with other members of their company or group. All written correspondence must be conducted through the TripleSeat event portal or by replying to the unique email address for the Director of Special Events that is created when you inquire through TripleSeat.

## **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 cancelled with more than two weeks' notice of the event
- Forfeiture of 25% of the anticipated balance due, if event is cancelled within two weeks of the event
- Forfeiture of 50% of the anticipated balance due, if event is cancelled within one week of the event