

Camp Ticonderoga Banquet Contract

**Thank you for planning your event at Camp Ticonderoga. Please Call to reserve the day and time of your event. To ensure that your event meets your expectations, please review the following information, sign at the bottom of the form and email a copy to events@campticonderoga.com
Please call if you have any questions.**

Name of Reservation: _____ Contact Person: _____

Date of Event: _____ Location: _____ Start Time: _____ End Time: _____

Number of People: _____ Minimum Amount: _____
(if the minimum is not met, a room fee will be charged to meet the minimum)

- A Non-refundable \$600 deposit is required at time of booking. Balance to be paid 1 week prior to the date of function.
- Quoted prices do not include tax & service fees.
- Current sales tax and a 25% service fee will be added to the total bill.
- Parties must be billed on a single check only.
- Bar tabs must be paid on a cash basis (cash bar). Or a card to hold per tab.
- Food choices are requested at least 2 weeks prior to the event date.
- A confirmation of the exact number of adults & children (under 10) is required no later than 7 days prior to the event date. Party will be charged in full at this time.
- Party will be charged for the confirmed number of guest. If the guest count is over you will be charged for the final count.
- In order to receive the discounted children's price of buffet options, the number of children (under 10) must be given at the time of confirmed number 5 days prior to the event.
- Private rooms or specific areas are guaranteed only after meeting the minimum number of people or minimum amount to spend.
- Day reservations are set up the night before and cannot be changed the day of.
- Linen tablecloths are available for an extra \$5 per tablecloth. (2-week notice is required)
- We do not allow substitutions or special orders for menu items. If someone is insistent on a special order we charge an extra \$3 per order.
- We allow a maximum of 3 hours for day events and 4 hours for evening events.
- Decorations are permitted but please no tape or tacks. (there will be a \$100 clean up fee for glitter or confetti)
- Cake and cupcakes are the only food items allowed to be brought in & must be store bought (NO HOME BAKED GOODS)
- Prices are subject to change
- Additional fees may apply depending on the needs of your event.
- Microphones and/or audio equipment are not allowed. (please speak to the general manager if you are booking a private party with the use of the entire restaurant)
- If Camp Ticonderoga is unable to fulfill its contractual obligations due to generally accepted definitions of "Act of God" or other situations beyond our control (including but not limited to) government restrictions, war strikes, accidents, traffic problems, utility disruption, public works disruptions, power outages, etc. then this non-fulfillment of the contract by Camp Ticonderoga is excused without recourse or liability one the deposit has been returned in full.
- Camp Ticonderoga cannot be held responsible for subsequent or consequential damages for any reason

I understand and agree to comply with these listed policies of Camp Ticonderoga.

Signed: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____