







### SERVICES AND AMENITIES

To make the arrangement of your event easier, the Burgundy Basin offers the following:

An Experienced Professional Host to oversee your event

Complimentary PA, Podiums and Projection screens in each room

Choice of Classroom or Theater Seating for your meetings

Round Table Service for your guests

Complimentary choice of Linen Tablecloth and Napkin Colors

Complimentary Centerpieces for each table

On Premise Decorator

Complimentary Coat Check

Parking to accommodate your guests

Complimentary Carver on Buffet Lines

Bakery on premises with experienced Baker of over 35 years

Referrals for Hotels, Bands, DJ's and other Services

# **Enhancements for your event**

LCD Projectors

\$95.00

#### **Up Lighting Package**

Transform your room with color \$275,00

#### **Chair Covers**

White or Ivory with a variety of sashes included \$3.75 per chair \$4.50 for rouche





## GENERAL INFORMATION

Thank you for considering the Burgundy Basin for your upcoming event.

We offer a variety of options and a staff with the experience
to provide you with an enjoyable and successful visit. The following
guidelines and procedures will ensure that you are totally satisfied with your event.

The enclosed menus are offered as a guideline.

The staff at the Burgundy Basin would be pleased to customize food menus and signature drinks tailored to your specific tastes.

#### **Deposits**

We require a deposit to secure your date as definite. Your deposit will be applied toward your final bill at full value. In the event that your scheduled function is canceled, your deposit becomes property of the Burgundy Basin.

#### **Guarantees and Pricina**

On Saturday evenings there is a minimum dollar amount required for each room. All other times require a minimum number of guests.

We must have a tentative count 10 days prior to your event and a final guarantee the day before your event. The bill will be based on the final guarantee or the minimum room guarantee, if less guests than expected should attend.

Because of the changing food market prices, menu prices are guaranteed 90 days prior to your event.

There is a 20% Administration Charge and 8% New York State Sales Tax as part of the total bill.

\*\*Payments are accepted in the form of check or cash only, **no credit cards** are accepted. The Administration Charge is not distributed as a gratuity to the employees who provide services.

#### Beverage and Food Service

We offer a complete selection of beverages to complement your event. Please note that alcoholic beverage sales are regulated by the State of New York. Burgundy Basin, as a licensee, is responsible for administration of these regulations. It's the law that no liquor, beer or wine be brought into the facility from outside sources. We **do not serve shots** on our bars and we do not serve anyone under the age of 21 any alcoholic beverages.

All cakes and pastries must come from a Monroe County Health Department approved bakery with a copy of the Health Department Permit. There will be a \$1.00 surcharge for any food item provided by an outside source. No other food items or beverages may be brought into or taken out of the establishment.

#### **Banquet & Meeting Rooms**

Burgundy Basin will not permit the use of any tape, staples, nails or any other substances used to affix items to the walls or ceiling.

### Security

Burgundy Basin does not assume responsibility for any merchandise or belongings prior to, during, or following your event.

For additional information or questions please call 248-2660