

# BASS LAKE TAVERNE & INN BANQUET POLICIES

## Facility

The Bass Lake Taverne and Inn has two private function rooms available. They both have seating capacities of up to 60 guests. When both rooms are combined we can accommodate approximately 100 guests. They both have separate entrances, accessible restrooms and elevator service to the second floor rooms for guests that are unable to manage the stairs.

Keep in mind the actual capacity will diminish, if items such as dance floors, head tables, audio-visual equipment, décor or display tables are used.

The rooms have two distinct time periods in which they are slotted for:

The business day period (9:00am-4:00pm)

The evening period (5:00pm-12:00 midnight)

If your function requires different times you must arrange this in advance with the booking manager. We will strive to accommodate your requests to the best of our ability. Bass Lake Taverne and Inn strives to do whatever we can to make your occasion as special as it can be. When meeting with you to go over the details of your function we will answer any questions that you may have. We would like to make your function as easy and enjoyable as possible for you and your guests.

## Banquet Policies

**Deposit:** Bass Lake Taverne and Inn requires a deposit when booking a private room. The deposit can be made in the form of cash, credit or company check. The deposit is required before we can reserve a private room for you. There is no guarantee that the room will be held without this payment. The deposit is refundable if you cancel within 30 days prior to the event. When canceling a reservation you must speak with a manager.

We charge a \$100.00 for set-up, clean-up and the linens provided to you for your function. Your deposit of \$100.00 to reserve your space is the offsetting of this expense.

**Payment:** All bills are to be paid in full the day of your function by either cash or credit card. If you prefer to pay by personal or business check you must make prior arrangements with a manager. In that case, we will give you an estimated preliminary bill that must be paid 72 hours in advance. A final bill will be presented at the end of your function with the remainder expected to be paid in full.

**Prices:** We will charge current menu pricing on all events if the items are on the current menu. All banquet menu pricing is only guaranteed 30 days out.

**Service charges:** When booking a private function in a private room you will have a server or servers that will be assigned especially to your party. We suggest a \$50.00 charge at lunch and a \$75.00 charge at dinner for each server or 18% whichever is greater of the two. We reserve the right to determine the amount of servers that you will need for your function.

**Booking a private function:** When booking a private function you must speak with one of our three managers. When having any correspondence about your party you must speak to a manager to arrange or modify any details.

**Guarantee policy:** Once a deposit has been received and a specific date and time has been selected we will send you an e-mail confirming your private function. The confirmation will outline the time, food and beverage and the number of guests attending the function. Number of guests attending must be guaranteed at least one week prior to the function. You must send us an e-mail or written confirmation of total number of attendees. This will act as a contract between Bass Lake Taverne and Inn and the host of the function. If fewer guests attend than the guaranteed number, you will be charged for the entire guaranteed number; if the number of guest attending the function exceeds the guaranteed number you will be charged for the additional guests. Bass Lake Taverne and Inn reserves the right to substitute other available food and services if necessary for the unplanned guests.

**Cancellation Policy:** Any function canceled within thirty days will forfeit the deposit automatically. Prior to thirty days we will refund the deposit.

**Food & Beverages:** All appropriate laws pertaining to food and beverage or consumption are strictly adhered to. All food and beverages must be purchased from Bass Lake Taverne and Inn. No food or beverage of any kind, with the exception of speciality cakes, may be brought into Bass Lake Taverne and Inn. Bass Lake Taverne and Inn prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to ensure that all guests at the event enjoy an attractive selection of food and drink. We will package any leftover food for you to take home that you have paid for, this does not include food from a buffet. It is your responsibility to properly take care of it once it leaves the premises. NOTE: We do not extend any promotions to our private function parties.

All alcoholic beverages must be served by Bass Lake Taverne and Inn staff and consumed on the premises. Open beverage containers or glasses may never be taken off the premises. No alcoholic beverages will be served to guests under the age of 21 and photo ID's will be required for any guest ordering alcohol. Bass Lake Taverne and Inn reserves the right to discontinue service of alcoholic beverages to any group or individual guest should any Bass Lake Taverne and Inn personnel determine that to continue service would not be in the best interest of the guest or Bass Lake Taverne and Inn.

**Personal Property:** Bass Lake Taverne and Inn does not have space available to store personal property, equipment or supplies belonging to or rented by the function host before or after scheduled functions. All such items must be removed from Bass Lake Taverne and Inn immediately following the function.

The Bass lake Taverne and Inn will not assume or accept responsibility for damage to or loss to personal property or rented equipment left at prior to, during, or following any function.

**Private Property:** Bass Lake Taverne and Inn does not allow you to affix anything to walls, floors, ceiling, or room furnishings with nails, tape, staples, or any other substances. The host of the function assumes all responsibility for any and all damages to or loss of property from the function room caused by guests, invitees, volunteers, independent contractors, or any other person affiliated with the sponsored function. No silly string, fire hazards, glitter are allowed to be used in the banquet rooms.

**Business Hours:** The hours of operation are posted for Bass Lake Taverne and Inn. Any deviation from posted hours must be set forth in writing prior to the function. Functions are available at Bass Lake Taverne and Inn on all days in which the facilities are open for business. We do not have room for private functions on Mother's Day, Easter and New Years Eve. We can accept a limited number of reservations on those days. They will not have a private room.

**Closing:** All entertainment that has been approved by Bass Lake Taverne and Inn must be finished by midnight. All banquet rooms must be vacated by 1:00 a.m. Last call for alcoholic beverages will be no later than 12:00 a.m. midnight. The management of Bass Lake Taverne and Inn reserves the right to control any and all functions held on premises and to discontinue service of alcoholic beverages at any time, if in the judgment of Bass Lake Taverne Management, it would be in the best interest of Bass Lake Taverne and Inn and or the guests to do so.

**Private Bar:** If you require a bar set-up in the room we charge \$100.00 for the bar set-up, and \$15.00 an hour for a bartender. You may specify what you would like served to your guests for the function. You will be charged on a per drink bases for the liquor that your guests consume.

I agree to these Terms and Conditions.

Print your name \_\_\_\_\_

Date \_\_\_\_\_