



## TERMS AND CONDITIONS OF CONTRACT

### Room Rental

\$ \_\_\_\_\_ is the cost of the room rental and will be reflected on your final bill.

### Deposits and Payments Schedule

In arranging private and social functions, a fifty percent (50%) deposit is required to reserve a date with a second deposit of 50% of the revenue guarantee to be paid sixty (60) days prior to the event date. Final payment is due three (3) days before the scheduled event. All other incidentals must be paid on the day of the event via credit card. All payments will be applied to your final bill. The deposit is not refundable unless the room is rebooked 30-days prior to the event date with a comparable function.

### Minimum Revenue Guarantee

October 1<sup>st</sup> to May 1<sup>st</sup>, Red Dog Grill is available for private parties Sunday through Thursday with a minimum revenue guarantee of \$1,000. The revenue guarantee is based on food and beverage items only and does not include any taxes and service charges. May 1<sup>st</sup> thru October 31<sup>st</sup>, the outdoor tent requires a \$500 bar minimum for the availability of a private bar.

### Event Details

Menu selections, timing of your event and final floor plan will be confirmed fourteen (14) business days prior to your scheduled event. The final floor plan is to indicate the number of guests at each table and entrée selection as needed (i.e. vegetarian, children's meal or any special dietary needs).

### Final Confirmation

A final confirmation of the number of guest is required by 12:00 p.m. (noon), three (3) business days before the scheduled function. The final guest count may not be reduced and you will be charged for the final count or the number of people served, whichever is greater. Heritage Harbor cannot be responsible for service to more than five (5) percent increase over the prearranged attendance. If place card is to be used indicating entrée, please provide place cards in alphabetical order when submitting your final confirmation.

### Service Charges & Sales Tax

A 20% service charge will be applied to all food and beverage revenue. In addition, a 7% sales tax will be applied to all charges. A group requesting tax exemption must submit a tax-exempt certificate thirty (30) days prior to the function date.

### Pricing

Heritage Harbor guarantees all prices for a period of one year from the time of execution of the contract. Heritage Harbor reserves the right to increase the stated prices herein after the one year if deemed necessary, but in no event shall the price increase be more than 5% of the quoted price.



### Third Party Services

Entertainers, photographers, florist, cake/bakers, videographers or any third party purveyor that is contracted by the Event Host must adhere to all the policies outlined within this contract. The Event Host agrees to review these policies with the purveyors prior to the event. Heritage Harbor reserves the right to be in total control of the purveyors contracted by the Host while they are on our premises. Heritage Harbor policy is that no liquor, beer or wine may be brought in from outside sources for services within Heritage Harbor. Due to food regulations no remaining food is allowed to be taken from the premises after the event, with the exception of wedding cake.

### Prevailing Law

All Federal, State and Local laws with regard to food and beverage purchase and consumption are strictly adhered at Heritage Harbor. Heritage Harbor reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with the established laws and policies. This contract shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns. The designations Host shall be considered singular or plural where the context indicates the property of either use.

### Contract Acceptance

\_\_\_\_\_  
Event Host Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heritage Harbor Coordinator Signature

\_\_\_\_\_  
Date