

Introduction to Our Services

PAYMENTS AND RESERVATION FEES: A reservation fee of \$3.00 per person is required to reserve a date until details are finalized. Your reservation fee is nonrefundable if cancellation occurs after seven (7) days of booking the event date. Dates are reserved on a first contracted basis only. Reservation fees may be made with check, money order or major credit card.

Each event requires a minimum food and beverage purchase otherwise an optional room charge will apply. The fee is based on the day of the week and time of the year you wish to rent the facility. There are no other fees attached to your event – just the cost of food, beverage, 6.75% sales tax and 18% gratuity. The fee includes: tables, chairs, china, flatware, table linen, linen napkins, centerpieces, extra tables, set-up, and clean-up.

Your final guaranteed guest count is due to the catering office five (5) business days before your event. After this date, your guest count may not be reduced. Reasonable increases may be accepted up to two (2) prior to the event. The host agrees to pay the guaranteed price per person times the greater of the guaranteed number of guests. If more guests are served than your guaranteed amount, you will be billed for the additional guests at the agreed upon price per person. If less than the guaranteed number of guests is served, we cannot reduce your bill. If less than the guaranteed number of guests is served, regardless of cancellations or no-shows. A head count will be taken by our staff to verify the number of guests served. We reserve the right to adjust the quoted price per person if the guest count drops by twenty (20%) or more. Children will be subject to the same price per person as adults. Children under 2 years of age will not be included in your guarantee, nor will they incur a charge.

Payment Options: All prices are based on a 2.5% cash discount. Clients not wishing to take advantage of the listed cash discount may elect to pay a 2.5% finance surcharge when using credit cards. Payment may be made by cash, company check, cashiers check or credit card. We accept American Express, Discover, MasterCard and Visa.

Buffets are designed to accommodate your guests with as much food as they care to eat during your function. Our chef will prepare extra to insure enough for all. We also have extended food temperatures and holding conditions to a point that we will not release leftover food to you or your guests to be taken home. This policy is due to Health Department Regulations. Please consult the Event Coordinator if you have questions regarding this policy.

You are given up to (3) hours, (4) hours when hors 'd'oeuvres are served in addition to a meal for your event. An overtime fee (\$50 per hour) will be charged if you go over your contracted time. Fees for outdoor events are listed separately. Any extra fees will be due at the conclusion of your affair. Customer has exactly one half hour after the scheduled end time to remove personal affects, decorations, gifts, flowers, boxes, trash, and musician/DJ equipment. If the customer goes past this time (including disc jockey, guests, etc.), charges of \$50 per half hour will be added to the final invoice. All prices quoted are subject to change due to market conditions.

All decorations must be approved by the event coordinator. Sprinkles, glitter, or anything that might lodge in the carpet are not permitted. No taping or hanging of decorations from the walls or ceilings. Balloons must be removed that night. Set up and deliveries of flowers, favors, name cards, DJ equipment, etc. can be done on event day, beginning two (2) hours before the event start time (or by appointment). Our set up fees for non inclusive items (such as ceremonies, etc.) are billed at \$50 an hour per setup person.

The customer holds The Cabin harmless against any claims from their acts or the acts of their guests, including any accident, injury or damage, however caused, to any person or property related to the event, and against any costs, attorney fees, expenses, and liabilities. The Cabin is not liable for lost or stolen items. The customer will be responsible for any negligent acts by themselves or their guests that may damage the property of The Cabin.

In the event the facility suffers any type of temporary loss of utilities, fixtures, acts of nature, or acts of terrorism, customer hereby waives all claims for injury or damages, either physical, emotional, or contractual.

Due to fluctuating Food and Beverage prices, menu prices may change without notice unless arrangements are confirmed by a signed banquet event reservation agreement. 04.20.09