



## BANQUET POLICIES

### REGARDING FOOD & BEVERAGE FUNCTIONS

#### **Menus**

*The contents of our banquet menus are merely suggestions. Our catering department will be happy to design a special menu for you.*

#### **Prices**

*The listed prices are current rates and may be subject to change. Definite prices will be confirmed 30 days prior to your function.*

#### **Tax & Service Charge**

*All menu prices are subject to local and state sales taxes, as well as a 18% service charge. Service charges are not the property of any one employee and will be dispersed at the discretion of management.*

### DEPOSITS & PAYMENT

#### **Weddings & Social Events**

*A \$1000.00 deposit is required for all social events at the time of confirmation, unless specified by the Director of Catering. The balance is due at the conclusion of the event.*

#### **Cancellations**

*We reserve the right on any cancellation less than six months prior to the function date, to charge the standard room rental and/or loss of deposit. Groups without a deposit will be assessed a cancellation fee equal to the room charge coinciding with the amount of space held.*

#### **Meetings & Other Events**

*Meeting room must be guaranteed with a credit card or direct bill approval prior to meeting. A finance charge of 1 1/2% per month or part thereof, is added to any unpaid balance over a 30-day period.*

#### **Guarantee**

*Specific details should be arranged 14 days prior to the function. A **guaranteed number of attendees must be received 48 hours prior to your meal function.** The number will be considered a guarantee and is not subject to reduction. If the guarantee has not been received, you will be charged for the projected number. Saturday, Sunday and Monday guarantees are to be received the Wednesday prior to the function.*



## **Food & Beverage**

*All food and beverage purchases are only for consumption on the premises in the assigned function area. No food or beverages are allowed to be brought into the Kelly Inn by patron or patrons guests. Nor may any leftover food or beverage leave the banquet facility at the end of the function. The Green Mill adheres to all federal, state and local laws regarding food and beverage purchase and consumption.*

## **Decorations**

*Access to banquet or meeting rooms for decorating is based on availability before the scheduled event. Please check with Sales & Catering regarding all decorating.*

*I have read and understand the stated banquet policies and will adhere to the terms and conditions thereof.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Group /Function \_\_\_\_\_ Date \_\_\_\_\_

***The Green Mill accepts no responsibility for damage or loss of equipment, merchandise or articles left in meeting rooms or in any part of the hotel prior to or following your function. The Green Mill reserves the right to change room assignment if necessary. The client accepts liability in case of damage to function rooms or hotel property. All functions will end no later than 12:30 am. The Green Mill reserves the right to inspect and control all private parties, bands, meetings and receptions being held on the premises.***

*Function rooms are assigned according to the maximum number of persons guaranteed to attend. The Green Mill reserves the right to change meeting rooms if there is a drop in the guaranteed number.*

*Thank you for inquiring about our facilities at The Green Mill in the Kelly Inn. We look forward to the opportunity of serving you and your fine group.*

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