

Berwick Manor Banquet Contract

Please accept reservation of the undersigned for _____ persons who will attend a private party to be catered by Berwick Manor at the Berwick Manor Party House on the _____ day of _____ 20__ from _____ o'clock __ m until _____ o'clock __ m. This contract is by and between the Berwick Manor and the Contractee (hereinafter client). All reservations and agreements are subject to the rules and regulations of the Berwick Manor.

Payment

A deposit is required at the time of signing your contract, which will be deducted from the final bill. A non refundable payment of 50% of the event total is due 7 days prior to your event based on the estimated count at that time. Unless previous credit arrangements have been approved, the balance of the event total is to be paid 1 day prior to the event; based on the confirmed guarantee given 24 hours in advance. Any other balances (i.e. beverages, count increases, etc...) must be paid in full immediately following the event. All costs are subject to a 25% service charge, unless otherwise indicated on menu selection, and, when applicable, all local and state taxes of 6.75%.

Deposit

Payment from the undersigned, payable to the order of the Berwick Manor in the sum of \$_____ is herewith tendered and shall be applied as a down payment toward the total cost of the function. This deposit will be deducted from the event's final bill. Deposits are refundable up to 180 days prior to your event. Payments must be made by cash, certified bank check and/or credit card. **We cannot accept personal checks.**

Payment Method: Certified Check # _____ Cash Credit Card

Guarantees

The number of guests stated in the contract is subject to adjustment by the client until 24 hours prior to the day of the event. If the client does not notify the Berwick Manor at least 24 hours prior to the day of the event, payment for at least the number of persons specified on client's contract will be required.

Menu

An agreed upon menu for the event is to be supplied to Berwick Manor at least 2 weeks prior to the function. Total food and beverage cost for the aforementioned is \$_____. Food & beverage for children ages 4-11 are discounted 40%. All costs are subject to a 25% service charge, unless otherwise indicated on menu selection, and, when applicable, all local and state taxes of 6.75%. Due to fluctuating meat and produce prices, Berwick Manor reserves the right to increase prices in the event of the food cost changing dramatically. If this situation arises, Berwick Manor is willing to offer a substitute item to keep the price the same. Basic food price will be guaranteed four months ahead of event.

The Berwick Manor reserves the right to control the noise level of live bands or DJs and the undersigned client is responsible for any damage to the facility occurring during the function. In order for the Berwick Manor to satisfy its guests, no affair will be permitted to exceed the time specified without prior written agreement. If the time is exceeded, a fee of \$200.00 per hour will be charged.

Berwick Manor

Representative _____

Job Title _____

Date _____

Client (Contractee)

Event/Organization _____

Contact _____

Phone Number _____

Address _____

Signature _____

Date _____