



RESORT & CONFERENCE CENTER

Catering Policies

Thank you for considering the Avalon Inn Resort & Conference Center as the site for your upcoming event. We will do everything possible to make it a memorable occasion.

The following guidelines and procedures are intended to help you and us plan and execute your function smoothly. Please let us know if you feel that special arrangements need to be made.

1. A deposit is required at the time of booking to secure your date and space as DEFINITE. This deposit will be applied to your final bill and is non-refundable.
2. Menu selections, function room set-up requirements and all other details must be finalized with the catering department at least 14 days prior to the function. Should additional changes be made, additional charges may apply.
3. To properly prepare for your function, we require the final guarantee guest count at least three business days prior to the function. This final guarantee is not subject to reduction after the 5 days working deadline and is the minimum number of persons for which you will be charged. If we do not receive a final guarantee attendance figure for your function by the 5 days working deadline, you will be charged for the number of persons denoted on the first page of the agreement. We will be prepared to serve not more than 5% and a maximum of 25 people over the final guaranteed attendance specified. You will be charged for the actual number of attendees or your final guarantee whichever is higher.
4. Payment based on the final guaranteed attendance number is due three business days prior to your function. Necessary adjustments to your bill will be made following your function.
5. The cancellation policy for all social events is as follows:

Date of Decision to Cancel	Percentage Owed
Date of Agreement	Non Refundable Deposit
10 Months Prior to Function Date	10%
8 Months Prior to Function Date	20%
6 Months Prior to Function Date	50%
3 Months Prior to Function Date	75%

6. The payment policy for all social events is as follows:
 At the signing of the contract.....\$1500.00 non refundable deposit
 Final payment is due 5 days prior to event with final guarantee

Any additional fees incurred the day of the event, will be billed to the client following the event.

7. Our printed menus are suggested for your consideration. However, our staff will be pleased to tailor a menu for your specific needs and quote specific prices within your established budget.
8. All prices and food items listed on our menus are subject to change due to fluctuating costs and availability of items.

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9. A service charge of 20% plus applicable sales tax will automatically be charged on all banquet functions
10. All food and beverage items including liquor, wine and beer, consumed in any public areas of the hotel must be supplied and prepared by the hotel. In accordance with prevailing laws, we will refuse to serve anyone under the legal drinking age of 21.
11. Arrangements for items such as audio-visual equipment, floral decorations, staging, special lighting, etc. can be made through the catering department at an additional cost.
12. The Avalon Inn Resort & Conference Center is not liable for damage to or loss of items, equipment or personal property belonging to you or its members. Necessary security arrangements should be made with the catering department.
13. The Avalon Inn Resort & Conference Center reserves the right to inspect and control all functions. Your group is liable for damage to the hotel's property and premises and will be charged accordingly.
14. The function room may be changed at the hotel's discretion prior to arrival. Avalon reserves the right to change groups to a room suitable for the function if the attendance decreases or increases.
15. Policies and pricing are subject to change without notice.
16. Decorations or displays brought into the hotel by the guest must be approved prior to arrival. Banners or display items may not be affixed to any stationary wall, floor, windows or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. The client agrees to be responsible for any damage done to the function room or any other part of the hotel by the client, invitee, employees, independent contractors or others under his control.\
17. No outside food and/or beverages is allowed on the premises.

Thank you for your interest in the Avalon Inn Resort & Conference Center.