

Private Function Information **For The Inn at Danbury**

Facility Fee

- ❖ Facility fee and food revenue minimums are applicable for all groups reserving the Inn at Danbury, for all private functions.
- ❖ Facility fee is determined by the room and size of the function.
- ❖ Please refer to your contract for pricing information.
- ❖ There is a 25 person minimum for the use of the Inn for lunch functions, and a 30 person minimum for all private dinner functions.
- ❖ On Friday, Saturday, and Sunday, all functions are subject to specially assigned time periods, as per contract.
- ❖ Facility fee is non refundable.

Billing and cancellation policy

A contract must be signed and returned with deposit, in order to any reserved space at the Inn. If a deposit does not accompany the contract space will be released without notice, if not received by the due date stated on contract. Cancellation will result in the forfeiture of all monies paid to the Inn during the contract period. All expenses incurred on behalf of the client in relation to such said function, will become the responsibility of the client and shall become due and payable upon cancellation. The Facility fee is non refundable. Deposit amounts vary by function size, should your function be cancelled do to natural disaster, or extreme weather conditions, your deposit amount will be transferred to another date depending on availability. If cancellation occurs less than 72 hours prior to function, all food and beverage charges will be assessed.

Guarantees

We require a guaranteed number of attendee's no less than 7 business days prior to the event, (10 business days for all weddings), if more than one entree choice is offered, we also require the split meal counts at this time. If the Catering office does not receive the guarantee the original expected number will be used as the guarantee, for food preparation, as well as billing. Your charge will be for the expected number, or the amount of people served which ever is greater. The guaranteed number is not subject to reduction after this 7 Business day deadline.

Food and Beverage Policy

- ❖ Three weeks prior to function we require all arrangements for the event including menus and schedule with exception of final guarantees.

Food and Beverage Policies Continued

- ❖ All functions are limited to three entrée selections. In addition, we can accommodate a vegetarian or children's meal request.
- ❖ All food and beverage (with the exception of celebration cakes) must be provided by the Inn at Danbury, no outside food is allowed in any public area.
- ❖ Any food remaining from any function will not be permitted to leave the premise, for insurance reasons.
- ❖ Alcoholic beverage sales may be denied to who appear to be intoxicated, who can not provide proper identification, or who are under the age of 21 years old.
- ❖ All function bars are subject to a \$50.00 set up fee if the beverage revenue does not exceed \$250.00, per bar.
- ❖ If cocktail service is requested a \$25.00 Service fee will be added per cocktail waitress.

Pricing

- ❖ Due to fluctuation in food cost, the menu prices are subject to change.
- ❖ Presently, all functions are subject to 8% NH Meals tax and 20% service charge.

Facility Policies

- ❖ No smoking is allowed any where inside the Inn.
- ❖ Inn at Danbury does not allow tacks, nails, tape, or staples to affix decoration to the wall. The use of confetti or birdseed is also prohibited; you are responsible for removing all decoration prior to your departure at the end of your event. A clean up fee will be charged for all ex
- ❖ Clients of the Inn at Danbury are responsible for conduct of all persons in attendance as well as any property mistakenly or deliberately taken from the Inn premise. Inn at Danbury will not be held responsible for any items left unattended in any rooms during a function.

Rooming List

- ❖ If you are using the Inn for lodging a list of your attendees is due 6 weeks prior to arrival. After that we release any rooms not listed with a guest name. We will continue to accept reservations based on availability.
- ❖ All room rates are subject to 8% NH room's tax and 5% gratuity.
- ❖ In the event of a cancellation, a \$ 25.00 per room charge will be added.
- ❖ Check in time is 3:00 PM and check out time is 11:00 AM. A late check out charge of \$25.00 per hour, per room will apply. Or \$75.00 for 2:30 PM check out. Early check in is available for \$25.00 and must be arranged in advance. Please call with any questions or concerns.

Inn at Danbury, 67 NH Route 104, Danbury, NH 03230

Terms and Conditions

Facility rental rates include:

- 5 hour use of the area
- Set-up of floor plan for the event
- Linen and Napkins (color choices must be made 3 weeks in advance)
- Flatware, China and Water Glasses
- Bartender
- Wait Staff appropriate to size of party

For each hour over the base charge, there will be a fee of \$50.00 per hour per room.

Booking confirmation will be received when a non-refundable facility rental deposit of \$50.00 is made and a signed rental contract is received.

We must receive the final head count 2 weeks in advance. This is the minimum number of guests you will be charged for and cannot be less. Additional guests will require as much advance notice as possible and must be discussed with the innkeepers.

Unless other arrangements have been made, all balances will be paid in full on the day prior to the event. The Inn at Danbury accepts cash, certified checks, money orders and major credit cards (Visa, MasterCard and Discover)

In order to cover any incidental charges accrued during the day of the event, a credit card will be required on account.

Any damages made to the Inn at Danbury, its grounds and/or buildings are the financial responsibility of the contract holder.

The Inn at Danbury cannot be responsible for any lost or stolen items during any function.