

THE GATHERING PLACE BANQUET INFORMATION

ROOM ACCOMMODATIONS:

MAIN BANQUET ROOM WILL HOLD UP TO 200 GUESTS
SMALL ROOM CAPACITY IS 20-42 GUESTS
MAIN AND SMALL ROOM CAPACITY IS 250-260. (Excludes dance floor and round tables)

ROOM ACCOMMODATIONS THAT REQUIRE AREA FOR DISC JOCKEY AND DANCING

MAIN ROOM CAPACITY COULD BE UP TO 175 GUESTS.
SMALL ROOM WOULD NOT ACCOMMODATE GUESTS AND DANCING.
MAIN AND SMALL ROOM CAPACITY IS 225

THE MAIN BANQUET ROOM HAS DIRECT HANDICAP ACCESSIBILITY. THE SMALL BANQUET ROOM DOES HAVE NON-DIRECT ACCESS. ANY CONCERNS SHOULD BE ADDRESSED TO BANQUET CO-ORDINATOR. THE GATHERING PLACE WILL ACCOMMODATE GUEST WITH SPECIAL NEEDS TO THE BEST OF OUR ABILITIES. A SEVEN (7) DAY NOTICE OF THIS NEED IS REQUIRED.

BOOKING INFORMATION:

MINIMUM GROUP SIZE IS 20 (TWENTY) ADULTS. GROUPS WITH LESS THAN 20 ADULTS WILL BE BILLED FOR 20 ADULTS.

WE NEED A **GOOD** TENTATIVE COUNT FOURTEEN (14) DAYS PRIOR, AND A **FINAL** COUNT TWO (2) DAYS BEFORE YOU SCHEDULED EVENT. THERE ARE NO REFUNDS OR RESTITUTION OF FOOD FOR NO SHOWS.

INCLUDED IN THE PRICE OF YOUR MEAL IS 4 (FOUR) HOURS OF ROOM RENTAL
TO RESERVE YOUR DATE: A DEPOSIT IS REQUIRED WITHIN 7 (SEVEN DAYS) OF YOUR REQUEST.
AMOUNT REQUIRES AS FOLLOWS:

MONDAY- THURSDAY \$100.00 FRIDAY-SUNDAY \$200.00

PLEASE CALL US FOR QUOTES ON HOSTING YOUR SEMINAR HERE!

THIS DEPOSIT WILL BE APPLIED TO THE BALANCE OF YOUR MEAL. WE ACCEPT DEBIT CARDS, VISA, MASTERCARD, DISCOVER CHECKS, AND CASH. SHOULD YOU CANCEL, THESE ARE NON-REFUNDABLE.

BANQUET TIMES ARE AS FOLLOWS:

MONDAY TO SATURDAY	12:00-4:00 P.M., 6:00-10:00 P.M. There is an additional hour included before function for setup.
SUNDAY	6:00-10:00 P.M. There is an additional hour included before function for setup.

FULL DAY IS TWO TIME PERIODS TOTALING (8) EIGHT HOURS, DURING THE TIME PERIODS OF 6:00 A.M. - 4:00 P.M. or 12:00 P.M. - 10:00 P.M.**

SATURDAY ROOM RENTAL:

BANQUET ROOMS MAY BE RENTED ON SATURDAY FOR 8 (EIGHT) HOURS PERIOD BETWEEN 12:00 PM & 10:00 PM.**

THE COST FOR THE DAY IS \$636.00 (PLUS SALES TAX) DUE AT THE TIME OF BOOKING ROOM IN ADDITION TO THE \$200.00 DEPOSIT. (TOTAL: \$836.00.) ADDITIONAL GRATUITIES MAY BE APPLIED. PLEASE INQUIRE FOR ADDITIONAL INFORMATION.

*****CANCELLATION POLICY*****

ALL MONIES (\$200.00) PLACED AS DEPOSITS FOR 5(FIVE) HOUR TIME PERIODS AND ROOM RENTALS FOR 8(EIGHT) HOURS (\$636.00) TIME PERIODS ARE NON-REFUNDABLE SHOULD YOU CANCEL.

TRANSFER OF DATES: A FEE OF \$100.00 FOR DATE CHANGE LESS THAN 6 (SIX) MONTHS FROM ORIGINAL DATE BOOKED. THIS MONEY IS NOT REFUNDABLE OR APPLIED TO THE FUNCTION BALANCE.

TYPE OF TABLE:

LONG BANQUET TABLES WILL SEAT UP TO 8 GUESTS.
ROUND TABLES WILL SEAT UP TO 8 GUESTS.

TABLE SETUP DIAGRAMS ARE AVAILABLE.

NEW OPTION: HARDWOOD DANCE FLOOR \$125.00 + 6% SALES TAX

LINEN RENTALS:

COLOR: WHITE ONLY FOR TABLE COVERING. COST OF ROUND AND LONG TABLE LINENS ARE INCLUDED WITH MEAL PRICE.

LINEN NAPKINS: \$.50 EACH (PLEASE CHECK FOR COLOR AVAILABILITY.)
LINEN NAPKINS WITH COLORED PAPER NAPKINS: \$.55 EACH.

PAPER, DINNER NAPKINS: (NO CHARGE) COLORS: RED, BURGANDY, PINK, GOLD, HUNTER GREEN, BLACK, SUN YELLOW, NAVY, WHITE, PURPLE, ORANGE, TEAL, SAGE, AND BROWN.

DECORATIONS:

AVAILABLE ARE TWO TYPES OF CANDLE HOLDERS. BOTH REQUIRE A 10" OR 12" TAPERED CANDLE. **CANDLES ARE NOT PROVIDED.** CANDLES NEED TO BE REMOVED FROM WRAPPING AND WICKS SHOULD BE TRIMMED.

TEA LIGHT CANDLES MUST HAVE PRIOR APPROVAL.
VOTIVE CANDLES ARE NOT PERMITTED.

CANDLES MUST BE CONTAINED INSIDE A GLOBE. UNPROTECTED FLAMES ARE A FIRE HAZARD.
ANGEL HAIR AND BUBBLES INSIDE ARE PROHIBITED.

*******ALCOHOL POLICY*******
(WINE, BEER, MIXED DRINKS, AND SODA)

THE GATHERING PLACE DOES NOT HAVE A LIQUOR LICENSE. THEREFORE:
WE ARE **NOT** PERMITTED TO SERVE OR SELL ANY ALCOHOL.

GROUPS AND/OR ORGANIZATIONS WISHING TO SERVE ALCOHOL MAY DO SO WITH THE UNDERSTANDING THAT YOU ASSUME ALL LIABILITY FOR PURCHASING, SETTING-UP, SERVING, AND CLEARING BAR ITEMS. WE DO NOT PERMIT INDIVIDUAL "B.Y.O.B." **PERSONS BRINGING ALCOHOL WILL NEED TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY.**
THE GATHERING PLACE MUST BE LISTED AS AN ADDITIONAL INSURED.

WE DO NOT PERMIT INDIVIDUALS BRINGING THEIR OWN BEER, WINE OR ALCOHOL FOR MIXED DRINKS.

ITEMS YOU WILL NEED TO SUPPLY:

- CONTAINER AND ICE FOR KEGS OF BEER AND WINE
- PLASTIC GLASSES FOR BEER & WINE
- COCKTAIL NAPKINS
- ALL ALCOHOLIC BEVERAGES
- BARTENDER
- ITEMS FOR MIXED DRINKS.

TABLE CLEAN UP FEE: \$ 1.00 PER PERSON

CORKING FEE: No charge for 12 bottles, there will a \$1.00 per additional bottle charge

BAR ITEMS WE WILL SUPPLY (NO ADDITIONAL COST):

- SKIRTED TABLE(S) FOR BAR
- PITCHERS FOR BEER
- BAR CLOTHS, CUTTING BOARD & KNIFES
- CHAMPAGNE AND WINE GLASSES FOR TOASTING: THESE ARE SMALL GLASSES WHICH HOLD 3 (THREE) OUNCES (NO CHARGE).
- BEER AND WINE GLASS RENTAL IS \$.35 EACH (MINIMUM CHARGE OF 25 GLASSES)

10 LB. BAGS OF ICE:

ICE IS AVAILABLE AT \$2.00 PER BAG. THE AMOUNT NEEDED SHOULD BE ORDERED 2 (TWO) DAYS BEFORE FUNCTION.