

# Policies



## *Contract*

As soon as you are ready to reserve space for your reception, a written contract will be sent indicating date, time and facility selected.

## *Deposit*

A non-refundable deposit is required along with the contract and will be based on 25% of the estimated reception size. The contract and deposit must be returned within two weeks of making your reservation in order to reserve the space.

## *Final Payment*

Final payment is required one month prior to your event. Your Wedding Consultant will discuss final billing with you prior to the payment due date.

## *Time Frame*

Conferences and Catering Wedding Packages allow five hours for your reception. Should you want to extend the time frame, there is \$300 per hour fee.

## *Count Guarantee*

All arrangements and a guaranteed count of the number of guests are required 30 days prior to your reception. You will be charged for no less than the guaranteed amount. Late additions must be approved by your Wedding Consultant and will be charged in addition to the guaranteed count. All food and beverage charges are subject to 8% NH Sales Tax and 20% service charge.

