

## Dining room booking policies

- Room rental fee is due at time of booking and is non-refundable
- Fee includes two hours of dining room rental
- Additional dining room time is \$200/hour and scheduled in advance
- If the party goes over their time limit, the fee will be added to the final bill
- The party arrives after the time of reserved arrival, the room rental fee starts at the booking time and party must exit at the ending agreed function time or the late fee of \$200/hour will be added to final bill
- Final guest count due one month prior to reservations and payment is expected for that amount. The banquet event order must be signed if any changes to the order must be in writing and submitted within two weeks prior to banquet
- The updated banquet event order will be sent by email of any changes to be signed by the party
- Decorations may be brought in one hour prior of arrival time and must be scheduled by booking agent. We do not store or place decorations on the tables. No tape, stick pins, burning candles, and party favors allowed in dining rooms
- If party uses a seating chart for the guest, a copy must be emailed prior to reservations
- Dinner serve time cannot be changed on the day of reservation
- No arrival time after 8 p.m. are accepted
- If the party arrives one hour past the booking time, we have the right to cancel reservation