

**THE WOODS AT
BEAR CREEK**
Glamping Resort



Banquet Policies

It is our policy to consider all prospective bookings tentative until a deposit is received by The Woods at Bear Creek. This **non-refundable deposit** will be noted on a contract that will be signed by the banquet guest and a representative of The Woods at Bear Creek. All food and beverage selections must be chosen no later than thirty days prior to the event date. _____ A final count will be due no later than 10 days in advance of the event. This shall be the guaranteed minimum. _____

Payment is due no later than 48 hours prior to the day of the event. All services must be paid in full. All tax exempt organizations must furnish a tax exemption certificate no later than 10 days prior to the function. _____

All prices in this banquet menu do not reflect tax and service charge. _____

Please add local sales tax and 20% service charges to all prices. **The service charge is not purported to be a gratuity, and will not be distributed as gratuities to the employees who provided service to the guests** _____

The Woods at Bear Creek maintains compliance with the New York State Liquor Authority. We cannot serve alcoholic beverages to any person under the age of 21.

Removal of Food or Beverage from the Banquet Facility is not permitted. _____

The Woods at Bear Creek will not be responsible for articles, merchandise, or personal property left on the property during or after a function. _____

You may arrange for your own entertainment for your event with prior approval.

Management reserves the right to limit the volume of your entertainment to acceptable levels and hours. **Entertainment hours for event shall coincide with the event service end time.** _____

Any special requirements for receiving or setting up displays, decorations, floral arrangements, computers, etc., should be discussed with management in advance. Access for setup is on the day of your event only. Hours of access can be discussed with management. _____

All articles brought into event space must be removed the night of the event unless prior arrangements are agreed to by management. _____

No material or decorations may be attached to walls, wood trim or the gazebo by nails, pins, staples, tape, or glue. _____

Confetti, glitter, and birdseed are not permitted. _____

Any flowers used outside must be real. No fabricated petals or flowers are allowed by the Gazebo. _____

No alcohol of any kind is allowed to be brought into the banquet facility under any circumstance. _____

Cakes and desserts may be brought in upon management approval. _____

We accept cash, check Visa, Master Card, and American Express. The Woods at Bear Creek will charge a \$200.00 fee on all returned checks. Any guest paying by check must make final payment no less than five business days prior to event. _____

Beef products on all Banquets will be cooked to a Medium Rare Temperature. _____

Proper dress is required at all times at the discretion of management.

Guest Signature and Date