



Peninsula Room Private Events Contract

Primary Contact: _____

Additional Contacts: _____

Phone: _____

E-Mail: _____

Event Date: _____

Event Type: _____

Number of Guests*: _____

Arrival Time: _____

Ceremony: _____

*We require a minimum guest count on Fridays (75 guests or \$7,500 minimum spend) and Saturdays (100 guests or \$10,000 minimum spend). Confirmed guest count is due 14 DAYS prior to event. Confirmed guest count will determine number of entrees purchased, regardless of actual attendance.

Note: The following card will be used for the non-refundable facilities fee with customer consent. Your Credit Card information is required to confirm your event date.

Yes, charge this card for facilities fee: _____

No, do not charge this card for facilities fee: _____

Name on Card: _____

Billing address: _____

Credit Card Number: _____

Type of Card: _____ Expiration: _____

Facilities Fee: _____

We, the undersigned, agree to utilize the banquet facilities (including food & beverages) of the Peninsula Room, Mission Table and Jolly Pumpkin for our event, based on the information above. We agree to pay a non-refundable facilities fee at the signing of this contract to reserve the date of our event. Without a signature on this contract, we accept that this contract is void.

We agree to pay 50% of the balance due 6 months prior to our event which is also non-refundable. The balance at the conclusion of the event. We also agree to pay additional charges that we may incur due to increased guest count, additional equipment needs or increased beverage consumption. We agree not to hold Mission Table, Peninsula Room or Jolly Pumpkin responsible for event interruption or cancellation due to acts of God or nature. Due to possible changes, we agree to a final menu selections and guest count 14 days prior to the event.

We agree to allow Mission Table, Peninsula Room or Jolly Pumpkin to substitute food or beverage products based on their availability. We agree to allow Mission Table, Peninsula Room or Jolly Pumpkin and its employees to refuse alcoholic beverage service to apparently intoxicated or minor guests. We, the under- signed, are responsible for any contracts made with outside vendors such as florists, confectioners, musicians, photographers, and any other vendor.

As the Peninsula Room cannot guarantee final food and beverage bill before the conclusion of an event. We, the undersigned, agree to billing based on consumption and paid in full the evening of the event.

Customer Signature_____ Date_____

Type of Service: Sit-Down Buffet Bar

App & Times	Entrees
Bar	Dessert

Reminders

Things to keep in mind when hosting a reception at the Peninsula Room at Bowers Harbor Inn Estate;

We are a restaurant and open to the public. In hosting your special day, it is our goal to not only make your day unforgettable, but in making your day special we also strive to make our every-day dining guest's experience special as well.

- If you would like to reserve the space to hold your rehearsal prior to your event, please arrange this with our events staff (depends on availability).
- We ask to stay on schedule that is outlined in your planning of your event. Our time restrictions will need to be enforced and ceremonies must conclude according to the times listed by location.
- Peninsula Room Ceremonies must be concluded by 5:00 PM. Your guests must be off the Great Lawn space by 6:00 PM. The Bridal Suite must be cleaned out before the ceremony – no later than 5:00 PM.
- In order to make your pre-event planning smooth, The Peninsula Room would like to be informed of any floral arrangements, decorations or cakes and be delivered the day of your event. We would also like to know of all arrangements with live musicians or musical equipment.
- We are responsible to coordinate vehicle traffic on our driveway and all property-related matters. It is your responsibility to coordinate the intricacies of your ceremony. It is beneficial for you to have a family member, friend or commissioned wedding coordinator on hand to direct the wedding party throughout your day.
- Decorating must be done the day of the event after 10:00 am and break down of items removed after the event.
- Our wait staff is trained to monitor alcohol consumption and signs of impairment and will act accordingly with you and your guests. **No outside beverages are allowed.**
- A \$2/plate cake-plating fee will be added to all wedding cake or pie service.
- Our staff is responsible for the coordination of the food and beverage. For your event to be executed exactly how you want it we rely on your coordination to orchestrate the details of the ceremonies or receptions. Please see our list of recommended event professionals.
- 75 guests minimum (\$7,500 minimum spend) on Friday receptions and 100 guests minimum (\$10,000 minimum spend) on Saturday receptions
- **50% of the balance of your event is due 6 months prior to your event date (non-refundable) and the remaining balance is due at the conclusion of the event.**
- Vendor meals and seating must be arranged prior to your event.

Customer Signature _____ Date _____