



**THE BERWICK BANQUET CENTER CONTRACT**

Please accept reservation of the undersigned for \_\_\_\_\_ persons who will attend a private party to be catered by The Berwick at the Berwick Manor Party House on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ from \_\_\_\_\_ o'clock \_\_m until \_\_\_\_\_ o'clock \_\_m. This contract is by and between the Berwick Manor and the Contractee (hereinafter client). All reservations and agreements are subject to the rules and regulations of The Berwick.

**PAYMENT**

A deposit is required at the time of signing your contract, which will be deducted from the final bill. A non-refundable payment of 50% of the event total is due 7 days prior to your event based on the estimated count at that time. Unless previous credit arrangements have been approved, the balance of the event total is to be paid 2 days prior to the event; based on the confirmed guarantee given 48 hours in advance. Any other balances (i.e. beverages, count increases, etc...) must be paid in full immediately following the event. The Berwick is not responsible for accidental and weather related power outages and no monetary compensation will be given in those situations.

**DEPOSIT**

Payment from the undersigned, payable to the order of the Berwick Manor in the sum of \$\_\_\_\_\_ is herewith tendered and shall be applied as a down payment toward the total cost of the function. This deposit will be deducted from the event's final bill. Deposits are refundable up to 180 days prior to your event (\_\_\_\_\_). Payments must be made by cash, certified bank check and/or credit card. **We cannot accept personal checks.**  
Payment Method: Certified Check # \_\_\_\_\_ Cash Credit Card

**GUARENTEES**

The number of guests stated in the contract is subject to adjustment by the client until 48 hours prior to the day of the event. If the client does not notify the The Berwick least 48 hours prior to the day of the event, payment for at least the number of persons specified on client's contract will be required.

**MENU**

An agreed upon menu for the event is to be supplied to The Berwick at least 2 weeks prior to the function. Total food and beverage cost for the aforementioned is \$\_\_\_\_\_. Food & beverage for children ages 4-11 are discounted 40%. **All costs are subject to a 25% service charge, unless otherwise indicated on menu selection, and, when applicable, all local and state taxes of 7.5%.** Due to fluctuating meat and produce prices, The Berwick reserves the right to increase prices in the event of the food cost changing dramatically. If this situation arises, The Berwick is willing to offer a substitute item to keep the price the same. Basic food price will be guaranteed four weeks ahead of event. \*\*\* No carry-out containers will be provided for buffet meals unless the attendance is below the guaranteed count. No food other than that provided by The Berwick may be brought onto the premises with the exception of specialty candy/desserts. The Berwick is not responsible for any food borne illnesses resulting from any food products not being provided by The Berwick. No outside alcohol is permitted due to The Berwick's liquor license.

The Berwick reserves the right to control the noise level of live bands or DJs and the undersigned client is responsible for any damage to the facility occurring during the function. The Berwick is not responsible for any damages or loss of client merchandise, nor are we responsible for articles left prior to, during or following the event. In order for the The Berwick to satisfy its guests, no affair will be permitted to exceed the time specified without prior written agreement. If the time is exceeded, a fee of \$200.00 per hour will be charged.

**THE BERWICK**

Representative \_\_\_\_\_  
Job Title \_\_\_\_\_  
Date \_\_\_\_\_

**CLIENT (CONTRACTEE)**

Event \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_