



## **Stone Hearth Inn & Tavern Banquet Buffets Guidelines**

Thank you again for considering the Stone Hearth Inn for your celebration. Here are our guidelines and procedures for hosting your event.

### **Pricing**

All prices listed are the base price, without service charge and sales tax. An 18% gratuity and 9% Tax for food and 10% Tax for Alcoholic Beverages. Prices are guaranteed if planned thirty (30) days prior to your event due to fluctuations in the market prices.

### **Final Counts**

Final menu counts and bar selections as well as applicable counts are due ten days prior to your event, to ensure proper ordering and staffing. Any changes to your counts and or menu within these ten days will be subject to a \$20.00 per person per menu item increase.

All food and beverage served at the Stone Hearth must be prepared and served by our Stone Hearth team. No outside food or beverages will be allowed at any event with the exception of wedding cakes prepared by a service food professional. A plate charge of \$1.00 will be assessed per person to your final bill.

### **Payment Schedules**

There is an initial non-refundable down payment of \$500 upon booking your event.

An additional deposit of half the estimated cost is due two (2) months prior to the event.

Remaining balance payment is due one (1) week prior to the event.

We require a credit card number on file for any additional charges incurred during the event which are due in full upon departure.

Credit Card payments of \$1000 or more will incur a 3% processing fee.

### **Facility Fees**

A minimum of \$500 facility fee for all outside events

All tent, table, chairs and linen costs are subject to party size. Please ask for pricing. We will take care of all the arrangements for these items.

We have a preferred list of vendors to accommodate all your floral, cake and music needs.

We offer a choice of table linen and napkin colors.

All decorations must be provided by you.

For parties hosted outdoors a portable toilet will be required we can make these arrangements.

### **Overnight Guest Rooms**

Special Group room rates may apply based on availability. A two night minimum stay (Friday & Saturday) may apply based on season availability.

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## **Stone Hearth Inn & Tavern**

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