

THE HARBOR INN

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A K R O N , O H 4 4 3 1 9

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BANQUET CONTRACT

Date of Event: _____ Time: _____
Contact: _____ Phone: _____
Address: _____
Type of Event: _____

**We at The Harbor Inn would like to extend our thanks for your patronage.
It is our desire to exceed your expectations as well as fulfill our standards for excellence.
Banquet Information & Policies:**

- A non-refundable \$100.00 Security Deposit is required along with a completed Banquet Contract in order to confirm the date within 7 days of contact. All Security deposits will be applied against your event room rental fee. All Security Deposits are non refundable. The room rental fees for weeknights and daytime events are \$100, Friday evenings \$200 and Saturday evenings \$200-300(Based on season). Rental for events in The Lighthouse Bar & Grill range from \$200 for ½ room rental And \$400 for full room rental.
- It is our policy that we supply and prepare all food & beverage items, with the exception of Wedding Cakes. A Cake Service charge of \$1/per person is charged for any dessert not provided by us. (Exceptions for Cup Cakes or Cup cake Cakes)
- **Parties are usually scheduled in a 4 hour block. Beginning with the arrival of the main guests. Any extra time can only be given if there is no prior arrangement for a party following yours.**
- Friday & Saturday evening parties in The Lighthouse Bar & Grill are scheduled with the understanding that the space will become open to the public at 8pm.
(We have live bands scheduled every Friday & Saturday and they will come in to set up after 8 pm.)
- An estimated count of your guests is necessary when your party is booked. 48 Hours prior to the event we will need a final count on guests attending. Food will be ordered and prepared according to this guarantee and you will be billed accordingly.
- All events are subject to Ohio Sales Tax of 6.5% and 20% Gratuity.
- The prices are guaranteed for 90 days. Once you select your date and a deposit has been received, the prices will not change as long as the date is with-in the guarantee.
By signing below, I am agreeing to adhere to the terms and to the policies listed above.

Customer Signature: _____ Date: _____

Accepted by Harbor Inn Manager: _____