

# THE HARBOR INN

562 PORTAGE LAKES DRIVE

AKRON, OH 44319

(330) 644-1664

## 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 contract to confirm the date. Security deposits made by check or cash will be deducted from the final bill. Deposits made by credit card will not be processed unless the event is cancelled or if the final count of the party is not in attendance. The \$100.00 will then be added to your final bill as a Room Rental Fee. If the number of guests meet or exceed your final count, the \$100.00 Room Rental Fee will be Waived
- It is our policy that all food & beverage items, with the exception of cakes for special occasions, are supplied and prepared by us. A dessert fee of \$1.00 per person is required on any cakes/desserts that are not provided by us.
- Parties are scheduled for 4 hours. Beginning with the arrival of the main guests. Each additional hour is an extra \$100.00. The extra time can only be given if there is no prior arrangement for a party following yours.
- Saturday parties in the *nightclub only* are scheduled with the understanding at 9:00 pm we will open to the public.
- 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 prepared and ordered according to this estimate and you will be billed accordingly.
  - Should your final guest count be 10 or less at arrival, \$1.50 additional charge per person in attendance will appear on your final bill
  - Should your final guest count be 11-20 less at arrival, \$3.00 additional charge per person in attendance will appear on your final bill
- All events are subject to sales tax and a 20% service charge.
- 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: \_\_\_\_\_