

# POLICIES & CONDITIONS

*When booking a wedding with The Lenox you understand and agree to the following terms:*

## MENU SELECTION

The Lenox requires you to make all final menu selections at least two weeks prior to your event. All food items must be supplied and prepared by The Lenox. Due to health and insurance policies, no leftover food may be taken from the banquet area with the exception of wedding cakes.

## BEVERAGES

Drinks are restricted to the second floor of the hotel. The Lenox must supply all alcoholic beverages. Alcoholic favors may not be provided. The Lenox reserves the right to limit and control the amount of alcoholic beverages consumed by the guests. Proper age identification must be provided for service.

## ROOM FEES

Wedding receptions include the use of the second floor for 5 hours. A 6<sup>th</sup> hour will be an additional \$300 charge. All events must end by midnight. If you wish to hold your ceremony at The Lenox, a room set-up fee of \$2,000 will be required, which gives you use of the Dome Room for your rehearsal through your ceremony. This fee also includes upgraded Chivari chairs.

## GUARANTEES

For staffing and ordering purposes the guaranteed number of attendees is due three business days prior to your event. The guaranteed count, plus any additional attendees, will be the basis for which charges are calculated.

## TAXES AND SERVICES CHARGES

All food and beverage items not included in a package are subject to a 5% state tax, 14% service charge and a 5% taxable administrative fee. Additionally, any rental items will be charged 5% state tax along with set-up and delivery fees where applicable.

## DEPOSITS

An initial \$2,500 deposit is needed along with a signed contract to secure all wedding bookings. Until the initial deposit is received, all event space remains available for sale to others. Estimated full payment must be made on or before the start of your event. A credit card is required for all charges that cannot be calculated ahead of time (such as open bar and additional guests.)

## CANCELLATION

Cancellations occurring after the initial signing of the agreement will result in forfeiture of all deposits.

Cancellations occurring 30-90 days prior to the event will result in forfeiture of all deposits plus 50% of the estimated food revenue.

Cancellations occurring within 30 days of the function will result in forfeiture of all deposits and will require payment of total estimated food costs.

## DECORATIONS

We encourage you to personalize the function space with decorations to complement your event but we must approve all decorating ideas. Birdseed, bubbles, confetti, rice, glitter, silly string and open flames are not permitted.

## LIABILITY

The Lenox is not responsible for the damage or loss of any items left in the function rooms prior to, during or following an event.

## SMOKING

The Lenox function space is non-smoking. We do offer a limited number of smoking guest rooms.