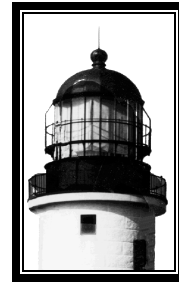


# SEGUIN HALL

## TERMS & AGREEMENTS

**KENNEBEC**



**TAVERN**

*& Marina*

### GUARANTEE POLICY

Menu selections are required two weeks in advance of the function date. We require that attendance be specified a minimum of 72 hours prior to function date, excluding Saturday & Sunday.

If attendance falls below the guaranteed number, the full guarantee will be paid. If the attendance exceeds this number the kitchen will be prepared to serve 5% above the guaranteed guest count and the quoted price per person will be accessed for each additional guest. If no guarantee is received, charges are based upon the maximum number of guests given in the preliminary arrangements.

All food and beverages served at the Kennebec Tavern must be prepared and served by our staff. No outside food or beverage can be brought into restaurant. (the exception is made for wedding cakes prepared by a licensed food service professional)

### ROOM CHARGES

There will be a two hundred and fifty dollar room charge for every four hour period, if a minimum purchase of five hundred dollars in food and beverage is purchased during the four hour period the room charge will be waived. If the function extends beyond the four hour period a charge of one hundred and fifty dollars per hour will be applied.

### PRICING

Many of our prices are subject to seasonal fluctuation. Price changes are rare and we are able to commit to prices sixty days prior to an event. Please inform us ahead of time if you are tax exempt with the appropriate number and letter.

### GRATUITY & MAINE STATE SALES TAX

An 20% gratuity and a 7% state sales tax are applied to all food and beverage purchases. (Excluding cash bars)

### DEPOSITS & BILLING

An advance deposit of two hundred dollars is required to reserve the date of your function and will be deducted from the final bill. A deposit will be refunded if we notified in writing two months prior to the event. Final payment is expected the day of the function unless other arrangements have been agreed upon. Separate checks are not available unless special arrangements have been made.

### SEATING

Guests are seated at round tables which each accommodate eight guests. Other seating arrangements are available and must be requested at least ten working days prior to the event. White linen will be used unless otherwise specified at a charge of three dollars per table. The linen charge will be waived if five hundred dollars in food and beverage is spent.

### MEETING AMMENITIES

The following items are available with advance notice on a complimentary basis; projection screen, podium, easel, flip chart, white board and markers.

### DÉCOR

We are ready to assist you with all your decorating needs. Caution is requested when attaching items to wall, doors and ceilings. No nails, pins or tacks of any sort may be used. Any damage due to careless decorating will be the responsibility of the contact person for the event.

### CUSTOMIZED MENUS

We would be happy to work with you in advance to tailor a menu to suit your particular needs and tastes. Theme parties, decorations, music and entertainment can be arranged to compliment your menu, theme and overall dining experience.

**By signing this agreement you attest that you have personally read and agree with all the guidelines contained in this agreement contract and agree to abide by them.**

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Signature of tenant/  
party renting room

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Signature of Kennebec  
Tavern representative

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Date of function

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Deposit received