

Fireside Inn & Suites

Wedding Reception Information

Deposits, Charges and Fees

A food minimum is required to waive the ballroom rental. Please inquire with your Sales Representative for details.

An initial, non-refundable deposit of \$500.00 is due with the signed contract. The deposit is applied to your final bill.

A guaranteed number of guests is required 14 days in advance to your function. If a guarantee is not called in by this time, the highest number in the contract will be used as the guarantee and charged accordingly.

Complete payment of all food, beverage and fees is due 7 business days prior to your wedding.

There is a set up fee of \$250.00. An additional fee of \$200.00 is incurred when the ceremony is on property.

Optional charges include Wedding Centerpieces either the hotels or yours assembled by us for \$100 and Tulle and Lights over the dance floor for \$50. Cake cutting & serving is \$25. Dance floor \$25.

A Maine State Tax of 7% and a service charge of 20% are added to all food and beverage charges.

All rates and prices are subject to change.

Alcoholic Beverage Policies

All Food and Beverage served in the Ballroom is to be provided by the Hotel.

No alcohol is allowed to be brought into the Ballroom, taken out of the Ballroom, or transported in any public areas, per Maine State Law.

No alcoholic beverages will be served to anyone under the age of 21 and proper ID is required. Proof of age may be requested at any time by the Hotel staff.

The Hotel reserves the right to refuse service to anyone who appears to be visibly intoxicated.

Cancellation Policy

The \$500.00 deposit given at time of booking is non-refundable.

Dependant on when the function is canceled, a percentage of all estimated food and beverage revenue, based upon the minimum total of the function, is incurred; i.e., cancellation at 8-6 months prior to event the amount would be 10% of the food and beverage revenue. Please ask your Sales Representative for more details.

Decorations

The hotel will not permit the affixing of anything to the walls, floor or ceiling. Confetti, rice and glitter are also prohibited.

All efforts will be made by the Hotel staff to coordinate your colors and themes at the buffet stations and place card/guest book tables.

Overnight Accommodations/Room Blocks

Special rates for your guests may be arranged for your group. Please contact your Sales Representative to discuss your Wedding Block.

Security/Liability

The Hotel will not assume responsibility for damage or loss of anything left in the Hotel prior, during or following the function.