

# *Fireside Inn & Suites*

## *Wedding Reception Information*

### **Deposits, Charges and Fees:**

A food minimum is required to waive the ballroom rental. Please inquire with your Wedding Consultant 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 of your event. If a guarantee is not received by this time, the highest number in the contract will be used as the guarantee and charged accordingly.

Complete payment of all food, beverages and fees is due at your final consultation, 14 days before the Wedding. The Ballroom set up fee, including your Bartender fee is \$250. An additional fee of \$200.00 is incurred if the ceremony is on property.

A Maine State Sales Tax of 8% and a service charge of 20% are added to all food and beverage charges.

All rates and prices are subject to change.

### **Alcoholic Beverage and Food Policies:**

All Food and Beverages served in the Ballroom are to be provided by the Hotel. (The one exception is your Wedding Cake which may be provided by an outside vendor.)

No alcohol is allowed to be brought into or taken out of the Ballroom. By Maine State Law no alcohol may be transported by guests through public spaces in the hotel including purchasing a drink in the lounge and transporting it to another room or hallway.

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 the time of the booking is non-refundable if cancelled less than 3 months before the Wedding.

### **Decorations:**

Any decorations that may be applied to walls, floors or ceilings, must be OK'd by your Wedding Consultant prior to the event. Confetti, rice and glitter are strictly prohibited.

Hotel staff will, whenever possible, coordinate your colors and themes on the buffet, place card, guest book, and cake tables.

### **Overnight Accommodations/Room Blocks:**

Special rates for your guests will be arranged at the time of booking. 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.