

BANQUET EVENT CONTRACT

TERMS OF AGREEMENT

1. Payment: The person signing the contract certifies that he/she has the authority for his/her action on behalf of the organization or individual represented. All contracts must be signed with the appropriate signature and payment method determined before the event can be held.
2. Deposit: Upon signing the contract, a deposit is required when reserving an area in the restaurant. To reserve the Napa Room, half of the porch (back of the restaurant up to the sliding door), the outside floating deck or the outside courtyard a \$250 deposit is required. To reserve the entire porch when in season, a \$500 deposit is required.
3. Events with ten (10) guests or more are required to use a dining package and may be asked to place a deposit.
2. The guaranteed count is the minimum amount of people for which there will be a charge regardless of the number attending. This number should be submitted no less than 72 hours prior to the event. Any changes in the guaranteed number must be made no later than 72 hours before the date of the event. The minimum charge will be 100 percent of final guarantee.
3. Events cancelled less than fourteen (14) days prior to the scheduled date of the event are subject to the loss of deposit.
4. There will be an additional charge for services not specified on the contract form such as bringing an outside dessert or using our projection screen. Any additional facility charges are based on arrival and departure times.
5. Changes in details and conditions for the contract may be made only with the express written consent of the appropriate catering representative. The person signing the contract is responsible for payment and cannot assign this contract or the liability
6. Contractee will be held liable for any lost, stolen or damaged Market Street Inn, Ltd. property or equipment up to full replacement value.
7. Alcohol Policy: As dictated by state law, no one under 21 years of age will be served an alcoholic beverage at a MSI event. No one under the age of 21 may sign a contract for services involving alcohol. Two forms of identification, including one picture ID will be required proof of age. Food and nonalcoholic beverages must be made available at all events where alcohol is served. We encourage patrons to utilize the designated driver program for such events.
8. Sales tax must be paid unless: 1) nonprofit organization furnishes an Exempt Organization Certificate ; or 2) a governmental agency furnishes a Maryland State Purchase order or Tax Exempt Certification Form to Market Street Inn, Ltd. Unless tax-exempt certificate is provided when signing contract, sales tax will be collected. No one is permitted to claim exemption on the purchase of beer, wine or other alcoholic beverages.
9. The contractor shall not be held liable due to unforeseeable circumstances or circumstances beyond Market Street Inn, Ltd.'s control. Prices are subject to change.
10. Prepared food is contracted for consumption at the event only, but certain items can be packaged and taken from the event. Bottles of Wine purchased for the event can be corked and taken from the event as dictated by Maryland State law.

I have read and understand the details of this contract and any attached Terms of Agreement.

_____ date _____
guest signature

_____ date _____
catering and events coordinator / PR