

Banquet Policy Statement & Special Information

MENU SELECTION

Please advise our Catering Department of your menu selections at your earliest convenience, but no later than three weeks prior to your scheduled function. The foregoing menu offerings are by no means a limit of our total capabilities. Our Catering Specialist welcomes the opportunity to submit additional menu proposals to suit your individual needs.

GUARANTEES

A guarantee is required for all meal functions. Your Catering Executive must be notified by 12:00 noon, three business days prior to your event, of the exact number of guests you wish to guarantee. The Historic Inns will prepare for five percent (5%) over your guarantee. In no case will the Historic Inns allow for a drop in guarantee numbers within this period to function. The bill will be prepared for the guarantee number, or the actual number served, whichever is greater. In the event that the guarantee is not received by the above deadline, the original estimated attendance, as indicated on the Banquet Event Order, would be billed.

MINIMUMS

Minimum guarantees are required where indicated. If the minimum is not met, a surcharge may apply.

Function Space Deposits/Cancellations

A deposit is required to confirm function space, and is due with the signed contract. Deposits are non-refundable. Cancellations that are received within (30) days of the event are subject to a penalty fee equal to 100% of all Food, Beverage and Function room Charges. Additionally, any payments on entertainment, decorations or services provided by contracted suppliers will be forfeited.

PRICING

All of the included pricing is based on Fair Market Value. Due to the fluctuations in food costs, the quoted prices are subject to change without notice until confirmation of selected menus and/or (90) days prior to the function.

LIABILITY

The Historic Inns reserves the right to inspect and control all private functions. The Historic Inns cannot assume responsibility for personal property and Audio-visual /Computer equipment brought into the banquet/function areas. The Historic Inns will hold the client responsible for any damages to carpeting, draperies, wall-covering, tables, chairs, lighting, sound and audio-visual equipment caused by attendees or outside vendors.

OUTSIDE SUPPLIERS

The Historic Inns must be notified prior to any function if outside vendors have been retained to provide entertainment, sound, lighting, audio-visual equipment, decorations, props, staging, etc. Failure to notify the Historic Inns could result in additional labor or rental charges

BEVERAGE SERVICE

The Historic Inns of Annapolis, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the State of Maryland Liquor Control Board. It is required, therefore, that all alcoholic beverages be supplied by the Historic Inns. The legal drinking age in the State of Maryland is 21 years. It is the client's responsibility to notify the Historic Inns if any attendees are underage and to ensure the minors attending the function are not served alcoholic beverages.

FOOD SERVICE

All food served in the banquet rooms/function space, must be supplied by the Historic Inns, unless special arrangements have been made between the Historic Inns, the Client and an off-site caterer. The Historic Inns do not allow any food to be brought in from the outside by guests due to city, state, health and liquor laws. The Historic Inns will make every effort to provide any special items requested from our purveyors. No food or beverage may be taken from your banquet function. All items are sold for consumption on property in accordance with city, state, health, and liquor laws.

FUNCTION SPACE

The reassignment of meeting and dining space due to an increase or decrease in guest count remains at the discretion of the Historic Inns.

ROOM RE-SET FEE

A \$150.00 meeting room re-set fee will apply to change a contracted room set within a 24-hour period.

AUDIO/VISUAL EQUIPMENT

Please notify the Catering Office of your audio/visual requirements at the time of your menu selection. A current price list is available upon request.

DECORATIONS

To enhance your function, arrangements for floral centerpieces, linens and decorations can be made through the Catering Office. Because we are a National Historic Property, nothing can be affixed to walls, floors or ceilings.

ENTERTAINMENT

If you do not wish to make your own arrangements, our Catering Specialist is available, upon request, to assist you in consulting with musicians and entertainment.

A 22% Service Charge and 5% Maryland State Tax apply to all Food & Beverage, Audio-Visual and Banquet Room Rental Charges.