

## ON SITE EVENT POLICIES

**THE PAVILION** *Indoor function room that can accommodate up to 400 guests featuring 2 stone fireplaces and outdoor cocktail space. Room may be divided off for smaller groups.*

\* **Non-Exclusive Use:**

Any function with non-exclusive use of the pavilion may share the room with other booked groups and may be limited to a 3 hour time frame that will include 1.5 -2 hours of Foster's scheduled entertainment.

\* **Exclusive Use Fee # 1:**

- o A \$3500 non-refundable fee for any group requiring exclusive use of the pavilion and having standard service using **paper plate ware and utensils**. This includes a 5 hour use of the space, 2.5 hours of room/décor set up, 1 hour of breakdown, tables & chairs, linen tablecloths & linen napkins, **event coordinator**.
- o Any additional set up or usage time will be billed at \$300 per hour
- o All music and alcohol service must end by 10:00 pm.

\* **Exclusive Use Fee # 2:**

- o A \$4500 non-refundable fee for any group requiring exclusive use of the pavilion and having upgraded service using **china plate ware, stainless flat ware, limited glass ware**. This includes a 5 hour use of the space, 2.5 hours of room/décor set up, 1 hour of breakdown, tables & chairs, linen tablecloths & linen napkins, **event coordinator**.
- o Any additional set up or usage time will be billed at \$300 per hour
- o All music and alcohol service must end by 10:00 pm.

**THE POND AREA** *Outdoor field beside scenic pond that can be tented for groups of up to 500.*

- \* There will be a \$500 non-refundable fee charged for all functions held on Foster's outdoor field.
- \* Client is responsible for all rentals including tents, tables, chairs, lighting etc.
- \* All music and alcohol service must end by 9:00 pm.

**THE YORK ROOM** *Separate indoor function room that can accommodate 25-75 guests for seated dinners and up to 100 guests for cocktail style events and features an outdoor cocktail space.*

- \* There is a \$150 per hour room fee with a minimum of 3 paid hours required.
- \* All music and alcohol service must end by 10:00pm.

### ON-SITE WEDDING CEREMONIES

- \* There will be a \$300 fee for all ceremonies held at Foster's pond area.
- \* Fosters will provide bench seating for up to 50 guests.
- \* Additional chairs may be **rented** by the client.

### Meal Counts

- \* Fosters will ask for an estimated meal count 1-2 weeks prior to the event.
- \* Final meal counts must be confirmed 24 hours prior to the event.
- \* **All appetizer orders and special orders must be finalized 2 weeks prior to event.**

### Alcohol Service

- \* **Absolutely no alcoholic beverages** may be brought onto or away from the premises. **This can result in immediate cancellation of the event.**
- \* All alcohol and service for both indoor and outdoor events will be provided by Foster's.
- \* Foster's reserves the right to limit the amount of alcohol served to a guest.
- \* The bar will close 1/2 hour before contracted event end time.
- \* Fosters will not serve alcohol at an event for longer than a 5 hour period.

### Deposit & Payment

- \* A 30% deposit is required with all signed contracts. The contract and deposit must be sent in together within 30 days of receiving the contract in order to secure your reservation. Client retains one copy of the contract and the second copy should be signed and returned with the deposit.
- \* Unless other arrangements have been made, all outstanding balances are due on the scheduled day of the event. Accepted methods of payment include cash, personal checks, Mastercard, Visa, Discover or American Express. All events require a credit card to be on file.
- \* **Final billing** will be based upon the number of meals ordered or served (whichever is greater) - not upon the number of guests in attendance.