

Camp Ticonderoga Banquet Contract

Thank you for planning your banquet at Camp Ticonderoga. Please call to reserve the day and time of your banquet. To ensure that your event meets your expectations, please review the following information, sign at the bottom of the form and email or fax a copy to Camp Ticonderoga. Please call if you have any questions.

Name of Reservation: _____
Contact Person: _____

Date of Event: _____ Location: _____ Start Time: _____ End Time: _____
Number of People: _____ Minimum Amount: _____
(If the minimum listed above is not met, a Room Fee will be charged to meet the minimum)

1. A Non-refundable deposit is required at time of booking. Balance to be paid on date of function. We accept cash, American Express, Master Card, Visa or Discover for final payment. No checks please.
2. Quoted prices do not include tax and service fees.
3. Current sales tax and a 20% service fee will be added to total bill.
4. Parties must be billed on a single check only. No separate checks please.
5. Bar tabs may be paid on a cash basis (cash bar).
6. Food choices are requested at least 2 weeks prior to reservation date.
7. A confirmation of the exact number of adults and children (under 10) is required no later than five days prior to reservation date.
8. In order to receive discounted children's price on buffet options, the number of children (under 10) must be given at time of confirmed number 5 days prior.
9. Party will be charged for the confirmed number of guests (see #7 & 8)
10. Private rooms or specific areas are guaranteed only after meeting the required minimum number of people or minimum amount to spend.
11. Day reservations are set up the night before and cannot be changed the day of.
12. Linen tablecloths are available for an extra \$5 per tablecloth.
(Two week notice is required)
13. We do not allow for substitutions or special orders for menu items. If someone is insistent on a special order, we will charge \$3 extra per order.
14. We allow a maximum of 3 hours for day events and 4 hours per evening events.
15. Please do not bring balloons and confetti (\$100 clean-up fee).
16. Cake and cupcakes are the only food items allowed to be brought in. All other food items must be provided through Camp Ticonderoga.
17. Pies, cookies, m&m's, chex mix, trail mix and mints as well as any other snack or dessert may not be brought into the building.
18. Prices subject to change.
19. Additional fees may apply depending on the needs of your event.
20. Microphones and/or Audio equipment are not allowed. (see general manager if you are booking a private party with the use of the entire restaurant.)
21. If Camp Ticonderoga is unable to fulfill its contractual obligations due to generally accepted definitions of "Acts of God" or other situations beyond our control (including, but not limited to) government restrictions, war, strikes, accidents, traffic problems, utility disruption, public works disruption, power outages, etc.; then this non-fulfillment of the contract by Camp Ticonderoga is excused without recourse or liability once the deposit has been returned in full. Camp Ticonderoga cannot be held responsible for subsequent or consequential damages for any reason.

I understand and agree to comply with these listed policies of Camp Ticonderoga.

Signed: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone number: _____ Email Address: _____

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