

The Fontainebleau Inn

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607-594-2008

Banquet Room Rental Charges for 2013:

Peak Days: Saturdays and Holiday Sundays (May through October)	\$2400.00 plus Sales Tax
Sundays (Except for Holidays)	\$1,800.00 plus Sales Tax
Weekdays and Off-Season Dates	Priced per the event

Includes:

Five hours of ceremony / reception time, providing exclusive use of the banquet facility, parlor rooms, patio and tent, gardens and grounds. Additional hours cost \$300.00 plus tax, billed to the nearest 1/4 hour.

Enclosed seating capacity for up to 150 guests, including tables and chairs for inside at no extra charge. Outdoor ceremony chairs are available for rental at \$2.00 per seat, including set-up and breakdown. Total capacity in summer months of 200 guests with indoor / patio seating.

A 24'x 60' frame tent covering the patio area facing the lake, with perimeter lights. Protective tent sides with French windows are available when needed for \$200.00, and the tent can be heated for \$200.00.

Ample hours of prep and decorating time for caterers, florists, and musicians.

Food service is provided by outside caterers to be selected from our approved list. We provide beverage services, subject to some minimum charges (see our Alcohol Information below for details). You are required to rent our six overnight guest-rooms (details below).

The Inn requires a **Reservation deposit of \$1,500.00** to reserve a date. A **second deposit of \$1,500.00** is due by January 15th of the event year. Both of these payments will be deducted from the final bill at the time of the event. If you cancel your reservation and we are able to rebook your reserved date with what we judge to be a comparable event, we will refund any deposits paid, less a non-refundable fee of \$500.00. Comparability will be based on the size and scope of both reservations. Due to the lead time in event bookings, early cancellations are much more likely to result in refunds.

General Policies and Procedures for 2013

Appointments Please note that the Inn is our home. If you or someone involved with your event needs to visit the Inn for any reason, please give us the courtesy of a call to schedule. Thank you for your consideration.

Seating Our maximum inside seating capacity is 150 people (special arrangements can be made for larger events using the covered patio.) Tables and chairs are available as follows:

- 180 Mahogany Chiavari chairs with white padded seats for indoor and patio seating
- 12 Oval Tables (8' long, 30" wide, seat 7- 10)
- 18 Round Tables (4' across, seat 6)
- 7 Round Cocktail Tables (3' across, seat 4)
- 10 Rectangular Tables (four 6', six 8', all 30" wide, for head and buffet tables, etc.)
- Assorted table combinations for cake, gifts, D.J. etc.

White ceremony chairs are available for rental at \$2.00 each, including set-up and breakdown.

Hours Events may take place between 2:00 p.m. and 11:00 p.m.

Bed & Breakfast Rooms We have six guestrooms which range in price from \$150 to \$170 per night per room, including breakfast and private baths (one is handicapped accessible). If you are hosting a Saturday event between May and October, you or your guests are required to fill all the rooms for Friday and Saturday nights. If your event takes place on a Sunday, you are required to fill the rooms for Sunday night.

Catering Your food service may only be supplied by a NY Health Department licensed caterer who has been approved by the Fontainebleau Inn. Caterers must carry \$1,000,000 of liability insurance, and NYS Workman's Compensation and Disability insurance on their employees. The following caterers are approved to work at the Inn:

<u>Business</u>	<u>Phone #</u>	<u>Website</u>
Word of Mouth	607-387-3052	email: wordofmouth@zoom-dsl.com
Simply Red Bistro	607-532-9401	www.simplyredbistro.com
Serendipity	607-273-2145	www.serendipitycatering.biz
Blue Stone	607-272-2371	www.bluestoneithaca.com
Heights Café	607-257-4144	www.heightscafe.com
Dano's	607-582-7555	danosonseneca.com
Joe's	607-227-2374	adrienne@joesithaca.com
Stone Cat café	607-546-5000	www.stonecatcafe.com
Ithaca Bakery	607-257-2255	www.ithacabakery.com
Sweet and Saucy	607-733-8433	

Ceremony You are welcome to have your ceremony at the inn. If the entire time of the event, including the ceremony, exceeds 5 hours, additional hours will be billed as described in our pricing above.

You may rehearse your ceremony at the Inn free of charge. We ask that the rehearsal not take more than 1.5 hours, and that you limit the number of participants to a reasonable level.

The Lawrence Chapel, next door to the Inn, is a charming site for your ceremony. It will accommodate 150 people. The Chemung County Historical Society owns and manages the site, and can be contacted at (607) 734-4167.

Music You may choose your own entertainment for your event (DJ, band, etc.), which can be set up either indoors, outdoors, or both. Because the Inn is in a residential lake community, we will work with the service you choose to maintain appropriate sound levels.

Alcohol Information for 2013

The Inn has a liquor license from New York State and must serve all alcoholic beverages. We try to be as flexible as possible in providing the style of service you desire, while maintaining a responsible atmosphere.

You have the choice of offering a complimentary full open bar, complimentary wine and beer, or complimentary wine and beer with liquor available on a cash basis. Whichever you choose, your final beverage charges will be based upon which items you choose to serve, your final guest count, the length of your party, and how much your guests drink. The advantage of this method is you will only pay for what is consumed. Each party is different, but our experience is that final bills fall in the \$20 to \$32 per person range, before gratuity/service charges. Most final bills end up around \$25 per person before gratuity/service charges.

The final beverage bill will be the sum of two components: Base Fee, and Consumption Charges:

Base Fee: We charge a **base fee of \$5.00 per person** on your final guest count, which covers costs for bartenders and staff, real glassware, unlimited soda, ice, and supplies for a five hour event. Additional party time is billed at \$1.00 per guest, billed to the nearest 1/4 hour (note this fee applies only to guests over 5 years old).

Consumption Charges: We charge for the quantity of complimentary beverages actually consumed at your event (i.e. bottles, kegs), based upon the prices listed below or from our current Wine & Beer List. On Saturdays and holiday Sundays between May and October, consumption charges are subject to a **per person minimum of \$15.00**. If the actual consumption charges fall below the minimum, we bill the minimum per guest instead of the actual quantities consumed.

The Base Fee and Consumption charges are subject to a **minimum guest count of 100** for Saturdays and holiday Sunday events, and 75 for non-holiday Sundays.

Consumption Prices:

Iced tea, Lemonade, and Local Cider by the pitcher: \$6.00

Beer, Wine, and Champagne: See our current Beer & Wine List for options and prices.

Liquor: We pour Top Shelf and / or Bar Brands depending upon your preference. Liquor charges are based on the actual amounts consumed, billed to the nearest tenth of each bottle used at the prices below:

Top Shelf per liter bottle \$85.00

Bar Brand per liter bottle \$60.00

Please note – In order to discourage over-consumption of alcohol, the Fontainebleau Inn refuses to serve shots. We reserve the right to cut off anyone exhibiting signs of inebriation.

Service Charges and Gratuity: The final beverage bill is subject to a fixed-percentage service charge and a discretionary gratuity, which together represent 18% to 20% of the beverage charges. The service charge is subject to NYS Sales tax, the gratuity is not.

(Please note that prices may change due to market)