

Private Event Contract

The Wishing Well Restaurant is available for private (full restaurant rental) and semi-private (partial restaurant rental) events on a contracted basis. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event.

Rooms

Without adjustments, the:

- *Tack Room accommodates 12 guests seated with AV.
- *The Victorian Room accommodates 24 seated guests.
- *The New Room accommodates up to 60 seated guests with a private bar.
- *The New Room and Stone Room together accommodate up to 120 guests, with a private bar.
- *The restaurant can accommodate 170 guests, with full restaurant rental.

Our team will work closely with you, or your event planner to coordinate the best setup of the room for your event

Minimums

Food and beverage minimums apply to all private and semi-private events and vary depending on the night of the week, time of the year and size of the party. Minimums range from \$500 to \$1,000 for private events. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, audio video rental fees, valet (outside vendor), or other incidental charges.

Availability

The Wishing Well is available for brunch, lunch, dinner, cocktail parties or late night events! All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received along with a credit card number/deposit to guarantee the reservation. Unfortunately, we are not able to hold dates.

Room Setup and Vendors

The restaurant will be accessible (1) hour prior to the event and (1) hour after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Anything over your contracted amount of time for booking the room, will be considered overtime. All outside vendors must be approved by The Wishing Well beforehand. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from the

restaurant at the event conclusion. Clients should make arrangements in advance as to who will collect centerpieces or any other personal property. The Wishing Well is not responsible for any vendor equipment or personal property left on the premises. The event manager will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking.

Menu Selection and Final Guest Count

We offer a variety of private event menus including three-course dinners, passed hors d'oeuvres, display platters and buffets. To view our private events menus, please visit www.wishingwellrestaurant.com. You may also review our full list of cocktails, wine and beer available for your event. Some of the options that our guests have chosen for the bar are: Full hosted bar, beer and selected wine, cocktail class, specialty cocktails, cash bar, etc. Should you prefer a customized menu, our team would be happy to work with you to create that as well. All final menu selections must be made 14 days prior to the event. Please note, we will do our best to accommodate requests for additional food the day of the event. Final guest counts must be received 5 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is more. Contact the event planner or visit our website for the most current menus before making your final selections. Final Count due 48 hours prior to your event.

Food and Beverage

All food and beverage shall be supplied and prepared by the Wishing Well, unless previous arrangements have been secured. The cake-cutting fee is \$3.50 per person for all pastries brought in from an outside vendor. A corkage fee of \$25 applies to any 750ml of wine and \$45 for a 1.5L bottle.

Service Charges, Sales Tax and payment

All food, beverage, service and audio-visual charges are subject to 7% New York State Tax. In addition, a 20% service fee will be added to all checks.

If a screen and projector are needed the cost is \$250.

Deposits

A \$250 non-refundable event deposit and an event contract is required to confirm your reservation. All events are booked on a first-come basis and we are not able to "hold" space until the contract and deposit have been received.

Cancellation Policy

The following fees will apply to those who cancel their event:

- 0-4 days prior.....75% of food and beverage minimum
- 5-10 days prior.....50% of food and beverage minimum
- 10-30 days prior.....25% of food and beverage minimum

Name _____ **Date of Event** ____ / ____ / ____

Signature _____

Robert Lee, WW Manager ____ / ____ / ____

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