

# Event Policies

**Menu....**The contents of our banquet menus are merely suggestions. Our catering department will be happy to design a menu especially for you.

**Prices...**The prices listed are our current rates and may be subject to change.

**Tax & Service Fee....**State sales tax 6.75%, liquor tax 9.25% and 20% service fee is in addition to the food & beverage minimum agreed upon. Servers are paid an hourly wage.

**A deposit....**A deposit of \$1000 is required for all social events at the time of confirmation unless specified by the catering director. All deposits are non-refundable.

**Payments....**Six months prior to event, 50% of food and beverage minimum is due. The estimated total cost of the event is due 30 days prior to the event date. The remaining balance is due immediately after the event.

**Guarantee....**The number of guests scheduled to attend must be confirmed with the catering department by noon, seven business days prior to the event. This number will be considered a guarantee and is not subject to reduction.

**Deliveries.....**Articles delivered to the hotel prior to the event must be addressed; Attention Sales and Catering Office and labeled with the event name. Please notify us in advance.

**Decorating....**The Water Street Inn prohibits use of confetti or crepe paper on the tables. Candles may be used if they are under or behind glass. No tape or tacks may be used on the walls. There will be a damage charge if above requests are not followed.

**Cake/Bakery.....**The banquet staff will cut, plate and serve your cake for a fee of \$1.00 per guest. This does include cakes on the tables and cupcakes. Cakes or bakery items delivered to the Inn must be prepared by a licensed baker.

**Food and Beverage Minimum....** We do not charge to use the ballroom for your event, a food & beverage minimum may apply. Please ask the catering staff for more details.

**Food and Beverage....**No food or beverages will be permitted to be brought in banquet rooms by the patron, or any of the patron's guests with the exception of the wedding cake.

All food and beverage purchases are only for consumption on the premises in the assigned function area.

No food or beverages will be permitted to be taken off the premises during or after the event.

**Music/Entertainment...The** Water Street Inn recommends a professional D.J. company as your entertainment. If a live band is requested, it will be a requirement to rent all 24 guest rooms in the North Wing of the hotel. If you have a DJ you will be required to rent the 6-St. Croix Suites directly above the ballroom.

**Security.....**Events of over 100 people may require security which is up to the inn's discretion. The inn provides this for \$150 fee.

**Ceremony Site...**The Water Street Inn has the capabilities to use the ballroom area as your ceremony site for groups of 150 people or less. There will be an additional charge of \$200 for the change over of the room.

**Miscellaneous...** The Inn reserves the right to change the room assignment if necessary. If there is a change in the number of guests, the hotel reserves the right to reassign the banquet room. Room will be arranged to your specifications.

The Water Street Inn accepts no responsibility of damage or loss of equipment, merchandise or articles left in any banquet or meeting room or any part of the hotel prior to or following your function. Client accepts liability in case of damage to banquet rooms or hotel property. This is guaranteed by your credit card for payment damages.

All functions will end no later than 12:00 midnight.

Split Menu Fee per plate  
\$2.00 for two different entrees  
\$3.00 for three different entrees  
\$4.00 for four different entrees

Kids Meals \$10.95