

THE OLD LIBRARY EVENTS

GENERAL POLICIES & TERMS OF AGREEMENT

GUIDELINES & POLICIES

GENERAL INFORMATION:

- Wedding Receptions: Please advise your baker, DJ/Band and Florist that deliveries must be made the day of the event.
- The Old Library assumes no responsibility for any items delivered or left on premise. All items will be removed the night of your event unless prior arrangements have been made with our banquet coordinators.
- We reserve the right to control music volume if it becomes necessary.
- Please notify us of any guests that have dietary restrictions. Advise your guests to notify their servers of their meal restrictions at the start of dinner.
- New York State Law does not permit smoking in this establishment.
- Price quotations cannot be guaranteed until the year of the event.
- The week prior to your event, all communication must be made via telephone. In an effort to make sure all event details are received and recognized, we discourage email communication during the week leading up to your event.

SEATING DIAGRAM / ATTENDANCE:

- An estimated number of guests is due fifteen (15) days prior to your event. A guaranteed number is due 10 days prior.
- We suggest that all weddings assign guests to tables to ensure proper seating and organization.
- We will provide you with a seating diagram 15 days prior to your event. Please complete the seating chart (number of people at each table) and return it to us with your guaranteed number 8 days prior to event.
- We will also provide a bridal party announcement sheet, if applicable.
- Your guaranteed number is the basis of which you will be charged regardless of attendance. If your attendance is greater than your guarantee, you will be charged accordingly.
- We will provide service for up to 5% over the guaranteed number of guests.

ONE DAY PRIOR

- Any items that you would like us to set out for your event must be delivered to us between 9:30 am & 4:00 pm the day before your event.
- Please mark any boxes or containers with your name & date of the event.
- Please provide us with detailed written lists of instructions for these items.
- Our staff will set up the items according to your instructions.
- We will be happy to assist you in placing your assembled centerpieces on tables.
- Please remove any wrapping from candles that you would like us to setup.
- If you are using place cards, they must be alphabetized. Please do not fold.
- If you are having a head table, separate those place cards and include a list of the order you would like the cards to be arranged at the Head table.
- Please notify us of any last-minute tables changes.

TERMS OF AGREEMENT

1. To reserve your event space and services, a deposit is required. This deposit, along with a signed Terms of Agreement contract confirming the date, day and time will secure your event. This deposit will be allotted toward your total payment due.
2. The event quotation is subject to a proportionate increase to meet increased cost of foods, beverages and other increase in present commodity prices, labor costs, taxes or currency values. Quotations cannot be guaranteed until the year of the function.
3. The Old Library Restaurant & Inn recognizes it has a responsibility to provide our guests an environment conducive to warm social gatherings. As a service of alcoholic beverages relates to this activity, we believe our responsibility is to maintain this environment.
 - a. In accordance with New York State Liquor Authority, no alcoholic beverages may be brought on premises.
 - b. We maintain the right to refuse service of alcohol to anyone who may jeopardize his or her safety and/or the safety of others.
 - c. The Old Library Events reserves the right to confiscate any alcohol brought onto premises.
 - d. The legal drinking age is 21, and we are required to proof any individual whose age is in question. Lack of proof will result in lack of service.
 - e. Your music, band and/or DJ must end at the same time as your bar.
 - f. If you extend your bar you must also extend your music.
 - g. An Open or Cash Bar can be extended to the maximum of 5 hours.
 - h. Bar extensions will be based on your guaranteed number of guests, not how many guests are remaining at your event.
4. An estimated number of guests attending your function must be given fifteen (15) days prior to the event.
5. The final, guaranteed number of guests attending the function must be given ten (10) days prior to the scheduled event, and you will be charged according to the number confirmed.
6. Event organizers are responsible for the guaranteed number of guests. If attendance is greater, you are responsible for the total number served. We can accommodate a maximum of 5% over the guaranteed count.
7. We will provide you with an estimated balance due 8 days before your event. Actual per choice counts are required with sit down menus and cannot be lowered within 48-hours of the event.
 - a. Please notify us 8 days prior to your event of any special dietary restrictions.
 - b. Please advise your guests with dietary restrictions to notify their servers at the start of dinner.
8. Guests arriving late to dinner service will only be served the course currently being served and remaining courses.
9. Full payment must be made in the form of a certified check or bank draft the day before the event. Credit card payment is not accepted unless approved by The Old Library Events. A processing fee will be added to all credit card payments greater than \$2,000.

10. The hours of your event must be predetermined. Should the event extend past the predetermined hours, an additional per hour minimum charge of \$425 per hour will incur.
11. We suggest that you bring a personal check or credit card on the day of your event to cover any additional expenses (i.e., extended hours, guests over confirmed guarantee, extended open bar), as the balance must be paid at the end of event unless pre-arrangements have been made with The Old Library Events.
12. Corporate/Group Representatives should consult with our Event Coordinators regarding payment arrangements.
13. Tax Exempt Organizations must present the tax-exempt certificate prior to the day of event. Payment must be made with a check that matches the name of the tax-exempt organization.
14. Sales Tax (8%) and a Service Fee (19%) will be added to your invoice. This is not a gratuity. Our Service Staff is compensated accordingly. Additional gratuity is not required but appreciated.
15. Event menus are not intended for separate checks.
16. In the event of a cancellation, 50% of your deposit will be refunded ONLY if we can schedule another party of similar value for that date.
17. All guests will be asked to check their coats when they arrive. Coats placed on the back of chairs in the ballroom not only detract from the ambiance of your event, they are a safety hazard to our staff and your guests.
18. No confetti, glitter, or bubbles allowed. Use of any of these items will incur a \$200.00 clean up fee added to your final bill.
19. Decorations are the responsibility of the event organizer(s). Pinning, taping, stapling, or nailing to the walls or ceilings is not permitted.
20. Off-site events are subject to additional fees, including but not limited to: china, bartenders, chefs, rentals, linens, kitchen equipment, travel expenses, etc.
21. A walk-thru by management and the event organizer is required after the event to assess for any property damage. Any damage above and beyond normal wear will be assessed. If damage or vandalism has incurred, the event organizer will be charged for repair, as well as, lost revenue due to required repairs. It is not our intent to profit from this policy, only to protect our investment in The Old Library.
22. To accommodate all groups, we reserve the right to change the function room stated on your event contract should your projected attendance fall below the original estimate.
23. The week prior to your event, all communication must be made via telephone. In an effort to make sure all event details are received and recognized, we discourage email communication during the week leading up to your event.

THANK YOU FOR CHOOSING THE OLD LIBRARY EVENTS FOR YOUR EVENT NEEDS

Please sign below and return to The Old Library Events to reserve your date

Organization _____

Organizer(s) _____

On-Site Event Contact(s) _____

Phone (____) _____ Email _____

Phone (____) _____ Fax _____

Event _____ Date(s) _____ Time(s) _____

Location _____ Tax Exempt? Yes No

Estimated Attendance _____ Deposit _____

I hereby agree to the above General Policies & Terms of Agreement

Customer Signature Date

Event Coordinator Signature Date