

Blu Stone Bistro reserves the right to change meeting rooms should the contracted number of people change. All space is guaranteed based on number of meeting attendees.

***Absolutely no food or beverage may be taken off-premise and no outside food or beverage is to be brought in (with the exception of cakes & a \$20 corking fee per bottle of wine or champagne). ***

*** The menu is to be confirmed two weeks prior to your event; and a final confirmation of the guaranteed number of guests and food items is required 72 hours prior to your event; this guaranteed number will be considered final and you will be charged accordingly. Otherwise, the number listed on your contract will be considered the final count. Attendance increases will be accommodated if possible, depending on the time and the menu served. Any charges to time, food, beverage, etc. made after this deadline will result in a 5% service charge additional to the event. We cannot guarantee any changes made after the final deadline.

Full payment of your event will be due at its conclusion. Checks and all major credit cards will be accepted.

Social Events & Entertainment

DJ and entertainment must be approved in a written contract before allowed on premise. Insurance paperwork for the entertainment services must be provided in advance to the hotel. Due to noise ordinances, DJ's and music services may not be played past 11pm.

Your contract states that you have full use of the designated event room for the contracted hours. No other hotel space may be utilized during or after your party.

For party's which consist of guests under the age of 21, There must be at least one parental or adult chaperone available and on premise during the hours of the event.

Room Fees and Minimums

The room fee includes the use of the room and all necessary equipment to host your event. Each room has its own minimum, to avoid a room fee, please inquire with your event planner.

A 21.5% administration/FFE fee is added to all banquets. This fee includes the setup of the room, breakdown of the room, all china, glass, and silverware. It also includes white tablecloths and gray napkins. Additional colors may be rented at an additional cost.

Gratuity is not added on to events; our staff is paid over NYS minimum wage, and receives a banquet bonus. Therefore gratuity is not required on any banquets. You may add gratuity to the events if you choose, however that is at your discretion

Please Initial here accepting our Administration/FFE fee _____

Cancellation Policy

We do not require a deposit; we do however require a signed contract with a credit card number. We do not charge your card unless authorized; this is for our protection and to cover cancellation costs.

In the event of cancellations of this contract through no fault of Blu Stone Bistro, there will be a cancellation charge assessed to all events as follows:

- ❖ 30 days prior to scheduled event: A \$500.00 fee will be charged
- ❖ Less than 10 days prior to scheduled event: 100% of the estimated event cost including food and beverage.
Any cancellations must be in writing and confirmed by Blu Stone Bistro or Mon-Fri 8am-5pm
Special event requests will gladly be accommodated and charged accordingly
Menu items change seasonally. Prices are subject to change.

Client Name _____ Signature _____ Date _____
Sales Representative _____ Date _____

