

FOOD AND BEVERAGE

Outside food and beverages are not permitted in The Whittaker Inn, excluding certain items, such as baker produced desserts, with prior written approval. If you are planning on the service of alcoholic beverages, please be aware that our liquor license requires that only Whittaker employees and bartenders dispense beverages. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

EVENT MENU

The Whittaker Inn has multiple event menus to choose from. Your menu selections are due at a minimum of **three weeks** prior to your event. Our menus are just a guide, if there is something specific that you would like to have at your event, please contact us to discuss menu customization opportunities. Accommodations can be made for dietary restrictions with no issue as long as our staff is notified prior to the day of the event.

Should your event be booked within three weeks of your event date, deadlines will be adjusted to mutually agreed upon terms.

EVENT GUARANTEE

For all food and beverage functions, a final guest count guarantee is to be provided to our staff a minimum of **five business days** prior to the event date.

EVENT DEPOSIT

A minimum deposit of \$200.00 is due at time of booking to hold the space.

For events in which attendees will be paying their own charges and a deposit is not possible; payment is required for the guaranteed number of attendees for the event. Accommodations can be made to provide the meal for carryout for any last minute cancellations, but the group is still financially responsible for these meals.

SERVICE CHARGE

There is a 23% service charge that applies to all food and beverage spend. This is not a gratuity for the service staff, but rather it goes towards covering the costs related to putting on the event. 7% sales tax is applied to the service charge.

BARTENDER FEE

The Whittaker Inn has a full liquor license. Should you require a bar, we do provide open bar service at a per hour price, bars on consumption, or cash bars. All bars require a bartender from our staff and will be accompanied by a flat bartender fee of \$100.00.

EVENT MINIMUMS

The venue fee for exclusive use of the event space is \$75.00. The amount spent on Food, Beverage, Venue Fee, Miscellaneous, and Service Charge all contribute to your event minimum spend. The Event Minimum varies based on time and day of the week as listed below. Should your total spend be below the event minimums listed, the difference will be added to your bill in the form of an additional room rental fee.

Daytime Events (9:00am-4:00pm)

Monday-Friday:	\$350.00
Saturday:	\$600.00
Sunday:	\$500.00

Evening Events (4:00pm-10:00pm)

Monday & Tuesday:	\$500.00
Friday & Saturday:	\$1,200.00
Wednesday, Thursday, & Sunday:	\$600.00

**These minimums are subject to change without notice*

***These minimums do not apply to the P.L. Owens Boardroom, which has a \$150.00 minimum spend for all dates and times.*

CAKE CUTTING FEE

The Whittaker Inn will allow you to bring professionally prepared desserts to your event. In order to offset the cost of serving these items, we charge a dessert preparation fee as listed below. The dessert preparation fee is only applied if The Whittaker staff is needed to cut and serve the cake.

0-24 Guests:	\$25.00
25-49 Guests:	\$50.00
50+ Guests:	\$75.00

DISPLAYS AND DECORATIONS

Outside displays and decorations are permitted, as long as no damage is done to The Whittaker Inn property (ie. no holes in the walls). The Whittaker has available select inventory of linen tablecloths and napkins for event usage upon request. Flatware and dishes are provided by the inn for use during the event. The client is responsible for any "personalized" serving items (dessert napkins, plates, etc.). If any decorations will be delivered from a third party vendor for the event, prior notification should be provided to the inn of delivery items and approximate time of delivery.

By signing below you accept the terms and conditions as indicated above:

Signature

Date