

## **Important Dates to Remember**

**. Menu selections must be made 30 days prior to your event. \_\_\_\_\_My Date**

**. 50% of the total cost of reception must be paid 45 days prior to your event. All payments including deposit will be deducted from your final bill. \_\_\_\_\_My Date**

**. Final payment will be due 7 days before event. Any unknown charges (alcohol) will be due at the conclusion of event. \_\_\_\_\_My Date**

**. Also needed 7 days prior to your event is a Certificate of Liability, which can be obtained from a homeowner's policy. \_\_\_\_\_My Date**

**. Final Headcount will be due 10 days prior to event. Headcount may be increased after the 10 day count, but not decreased.  
\_\_\_\_\_My Date**

**Payments are preferred by cash or check. An additional 4% fee will be added to credit card payments.**