

LINCOLN INN RESTAURANT

4 Park Street Essex Junction, Vermont 05452
(802) 878-3309 ext22 fax 878-0554

I _____ do hereby reserve a room for the following date-----at this time-----
for an event for approximately _____ guests. I understand that the room charge fee is required upon signing this agreement in the amount of for _____ room or off property catering site.

In the event of a cancellation; the restaurant has the right to retain the deposit if a **Thirty day** notice of cancellation is not given.

Payment for the balance is due the day of the event unless previous arrangements have been made.

I hereby acknowledge that I will notify The Lincoln Inn of my **menu selection fourteen business days prior** to the date of my event.

I will also notify The Lincoln Inn of my final guest count five business days prior to the event with a **pre-order of the menu selections**. A pre-order sheet will be forwarded for your convenience that will give a space for name and choice. It must be either e-mailed or faxed back 5 business days before the event. Please be as accurate as possible.

Prices are subject to a 9% VT. Sales tax on food, 10% tax on alcohol plus a 20% event gratuity. Price for events include white linen napkins, and tablecloths. Colored linens carry an extra fee. Any other special requests may require an additional fee.

VT. Liquor control Board Rules and regulations do not permit us to allow any alcoholic beverages to be brought in from any outside sources.

All food must be prepared through the Lincoln Inn license. We do allow a bakery cake for an event if you choose.

A guarantee of the number of guests attending your function is required 5 working days prior to an event. If the attendance is below the guaranteed number, the host will be responsible for the guaranteed number. Any increase of guests must also be conveyed to the banquet manager.

Decorations are allowed with some exceptions, no scotch tape of any kind, no confetti. All decorations will be removed by you.

Upon receipt of a **signed contract**, this is considered **confirmation of your function**. Prior to receipt of a signed contract and a check in the amount of the room fee, or catering fee the event to be held is

"ON HOLD" for your function and you will be notified of other interests in the rental of the said room or said date.

All questions, menu details, and guest counts will only be confirmed through the banquet manager.

All rates and prices are subject to change with out notice.

Signature _____

Address _____

Phone Number _____

Date _____

Susan Greene
Banquet Manager