

The Bluff Policies

- ❖ Room Rental is \$900.00 for Saturday Evening and \$750.00 for Friday Evening. Deposit required is \$250.00 towards the food and half towards the room due two weeks after you receive the contract.
- ❖ Quoted prices include china, standard table linens, cutting the cake, pouring your toast and lighting your candles.
- ❖ Delay of food service time. There will be a \$75.00 charge if your event is served a half-hour late, and an additional \$25.00 will be charged for each quarter hour thereafter. The Bluff cannot be held responsible for food temperature and quality of food that is served late. There will be a \$75.00 charge if there is graffiti all over the floor.
- ❖ The Bluff will make arrangements for all food and beverage services with the exception of cakes and alcoholic beverages. *No snacks or foods may be brought in.*
- ❖ Due to local regulations cash bars are not allowed. Hosted bars are acceptable.
- ❖ Bartenders of the approved vender of the Bluff must dispense alcoholic beverages.
- ❖ Alcohol selections can be arranged and delivered by the approved vendor.
- ❖ The Bluff cannot be held responsible for lost or stolen items during the reception or if decorating the day before.
- ❖ A non-refundable deposit is required to confirm your reservation. Deposit amounts may vary according to the nature and size of your event. The Bluff reserves the right to increase the deposit.
- ❖ The balance of your bill is due the day before your event.
- ❖ The final guaranteed guest count for your event is required one week prior to your event. It is your responsibility to contact The Bluff with this guarantee. If you do not provide us with a guarantee The Bluff will use the estimated number given when your reservation was made as the guaranteed count and you will be billed accordingly.
- ❖ The Bluff requires a minimum charge (excluding room rental and bar set ups) for Friday & Saturday. Friday minimum is \$2900.00 (approximately 150 guests) and Saturday minimum is \$3600.00 (approximately 190 guests).
- ❖ The Bluff does accept credit cards; there is a 3% bank fee charge.
- ❖ Do not attach anything to walls, blinds, or ceilings. Your damage deposit will be forfeited for *any* attachments, including “sticky” attachments.
- ❖ Decorations must be coordinated with The Bluff staff, and all fire regulations must be followed.
- ❖ Rice, confetti, glitter, and “silly string” are not allowed, inside or out.
- ❖ No open flames are allowed. Candles are required to have glass shields.
- ❖ The Bluff offers a selection of centerpieces for an additional charge.
- ❖ The Bluff may require a property damage deposit for some events. The return of the damage deposit or a portion of it will be made by mail upon inspection of The Bluff after your event.
- ❖ Liability for and damage to The Bluff will be the responsibility of the undersigned Host. The Host is responsible for the conduct of all in attendance. If you decorate the day before the Bluff is not responsible for your items.
- ❖ Contracting with outside vendors of food is strongly discouraged and may not be allowed. There may be additional charges and an increased damage deposit if outside vendors are used. The Bluff must approve outside vendors and certain insurance requirements must be met.
- ❖ Evening events must conclude by 12 AM. The Bluff must be vacated by 12:30 AM.
- ❖ The undersigned Host of the event agrees to abide by all applicable laws and regulations.
- ❖ The Bluff is a non-smoking facility. Please inform your guests prior to their arrival.

Host Signature: _____ **Date:** _____

Bluff Representative Signature: _____ **Date:** _____