



Catering Policies:

Thank you for considering Mount Sunapee Resort for your special event. We strive to provide the finest culinary experience, at the best prices, along with a unique location to compliment your event. Catering is available for all functions throughout the year. Our Executive Chef has created a delightful menu ranging from delicious theme buffets to full course plated dinners. Our Sales Manager and the Director of Culinary Services will assist you with the menu, set-up and services to meet your expectations. Our Executive Chef is also available to assist you in creating a custom menu for your event.

Upon agreeing to hold your event at Mount Sunapee Resort, you will receive separate contracts that: Commit facilities, grounds and dates for your event (Sales & Events Facility Agreement); itemize and describe food, beverage and requested services (Culinary Catering Contract).

Facilities:

Contract: A signed and dated Sales & Events Facility Agreement along with a non-refundable deposit equal to fifty percent (50%) of the total estimated facility fees is required to confirm your reservation. Fifty percent (50%) of the estimated total event charges are due thirty (30) days prior to the event and non-refundable; the outstanding balance is due seven (7) days prior to the event. By signing the Sales & Events Facility Agreement and/or the Culinary Contract, the renting party acknowledges that they have read, understood and agreed to all of these stated policies, conditions and terms.

Facility Fees / Extra Hours: Minimum facility rental fees will be assessed per event. Facility fees are based on daily lodge use, room rentals or property use. The facility fees are in addition to other contracted services or catering orders. Building rental fees are based on five-hour blocks. One-fifth of the building rental fee will be assessed per hour for additional time.

Set-up & Clean-up: Weddings, proms and events requiring decoration will be allotted time for setup. Setup will be determined on a per-event basis.

Decorations: The client is responsible for decorating the facilities for their event including all supplies and equipment. In order to protect the beauty of our lodges, a list of decoration guidelines has been developed. If you plan to decorate for your function, please obtain a copy of these guidelines from the Sales Manager.

Additional Fees: Audio/Visual equipment is available for an additional rental charge based on per day usage. Use of our tables and chairs is included in the facility rental, special request items including but not limited to: table skirting, chairs with slip-covers and dances floors are available at an additional charge. There is a set-up fee for outdoor events on a per event basis.

Cancellation: The renting party may cancel the Sales & Events Facility Agreement and/ or Culinary Contract with written notice via registered letter and payment of applicable cancellation fees. It is further provided that there shall be no right of termination for the sole purpose of holding the same or like event at another facility. In addition, if the renting party or individual refuses to pay all required deposits and/ or prepayments, Mount Sunapee Resort reserves the right to cancel the contract at any time prior to the event date(s).

Liability: Mount Sunapee Resort assumes no responsibility for loss or damage to materials and/or equipment left in the lodges or on premise. The client assumes full responsibility for any and all damages to Mount Sunapee Resorts property including buildings and grounds, incurred by their guests, invitees or other persons attending the function and will be charged accordingly. Mount Sunapee may request a refundable damage deposit for certain types of events.

Liability Release: Upon signing the Sales & Events Facility Agreement, and/ or the Mount Sunapee Liability Release, and/ or the Culinary Contract, the renting party agrees to release, hold harmless and indemnify Mount Sunapee Resort, its officers, agents and employees from all liabilities, claims, expenses, demands, suits or costs of whatever nature for injure to, or death of any person(s) or damage, theft, loss or destruction of property arising out of or in connection with the use of Mount Sunapee Resort facilities outlined and contemplated in this agreement, including the sole negligence of Mount Sunapee Resort.

Impossibility: The performance of this agreement by either party is subject to acts of God, war, government regulations, disaster, strike, civil disorder, or other emergencies making it inadvisable, illegal, or impossible to provide the facilities or hold the function. It is provided that this agreement may be terminated without liability for any one or more such reasons by written notice from one party to the other.

Culinary:

Contract: A signed Culinary Contract including estimated number of guests, itemized menu, set up requirements, requested services, and event schedule along with a pre-payment of 50% estimated minimum billing is required no less than thirty (30) days prior to the event. A final guaranteed number of guests is required fourteen (14) days prior to the event and the remaining balance of estimated minimum billing is due seven (7) days prior to the event.

Cancellations: Any cancellation prior to fourteen (14) days before the event will result in fifty percent (50%) forfeiture of minimum estimated billing; any cancellation within fourteen (14) days of even will result in forfeiture of one hundred percent (100%) of total minimum estimated billing.

All food and beverage items (excluding specialty cakes) consumed on resort properties must be purchased through our Culinary Department. Exceptions may be made on a per event basis with limited facility rentals. No "left-over" food or beverage may be taken from premises.

Culinary Minimum Requirements, excluding tax & gratuity, cash bars, facility, and equipment rental fees:

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| Weekdays | \$750.00 |
| Weekends (Friday-Sunday) | \$1,500.00 |
| Weddings | \$2,500.00 |

Guaranteed Number of Guests: Food and beverage preparation is based on the guaranteed number of guests requiring the contracted services. If fewer than the guaranteed number are served, you will be billed for the guaranteed number. If more than the guaranteed number is served, you will be billed additionally, at the contracted amount per person up to 10% more, thereafter additional guests will be billed at 1.2 times the contracted amount per person. As these events are custom designed for your group based on the guaranteed amount, we cannot guarantee that contracted food and servers will be available for additional guests.

Additional Fees: One-time non-refundable fee of \$75 for customized menu service, which requires assistance of the Executive Chef, additional revisions are \$25 each; one bar setup is included with bar selection, there is a \$100 set-up fee for each additional bar; a \$1.75 /person cake service fee, which includes cutting, plating, serving and additional forks and napkins; initial setup is included thereafter at \$1/person linen charge for additional set-ups. Plates, flatware, and stemware are included, special order items will be billed additionally.

Bar Service: Alcoholic bar services are limited to a period of five (5) contiguous hours. Mount Sunapee's staff is trained in responsible beverage service and will deny service to anyone that appears to have consumer more alcohol than is consider safe and responsible. **Mount Sunapee will refuse alcoholic beverage service to any person less than twenty-on (21) years of age or without proper ID, and in no way will allow those persons to procure or consumer alcoholic beverages on premises.** By NH State Law, no alcohol is allowed to brought onto or leave the premises by guests.

Pricing: Menu prices may be subject to change without notice. Contracted menu prices are guaranteed within sixty (60) days of event. All menu prices are per person (unless otherwise specified), and do not include applicable NH State Room & Meals Tax (9%) or gratuity (18%). Please notify the Sales Manager if you are a non-taxable entity, a copy of your tax exempt status will be required.