

Sawyer's Banquet Facility

Financial Information

Deposits Required to Confirm Reservations

Grand Ballroom \$1,000.00 (All deposits are NON-REFUNDABLE)

Mail Deposit To:

Sawyer's Banquet Facility

PO Box 594

Atkinson, New Hampshire 03811

When sending a deposit, please include:

- o Name of who the function is for.
- o Who will be responsible for paying the final bill.
- o The date and time of your function.

Hall Rental Charges when dinners are served ...

- o \$250.00 - Grand Ballroom - if under 150 guests with a 50 guests minimum.
- o Without Dinners - \$125.00 per hour, minimum of three hours.

Tentative Bookings

We will hold a tentative booking for one week only.

Menu Prices

Our prices are guaranteed for thirty days.

Contact us for the final prices 30 days prior to your function date.

Guarantees ...

Please notify us thirty days prior to your function date with your final menu selections and seven days with the guaranteed number of guests that will attend your function. This is the number you will be charged for.

Confirmation

Once we have received your deposit we will send you our Booking Contract confirming the date and time of your function.

Payment

Payment is to be in the form of CASH or BANK CHECK ONLY.

Payment in full is due the day before your function.

Bank Checks are payable to "Sawyer's Banquet Facility".

Alcoholic Beverages

All alcoholic beverages are to be purchased and consumed within the facility. No beverages are to be taken outside the facility. No nips as favors (NH State Liquor Law).

Bartending Services

There will be a charge of \$15.00 per hour, minimum of four hours, for Bartending Services if the Bar Bill does not exceed \$300.00.

N.H. State Tax and Service Charge ...

Please add 9% New Hampshire Meals Tax and 20% Service Charge to all prices.

Date Menu Sent/Given: _____