

# Banquet Policies

**DEPOSIT:** The Welshfield Inn banquet center requires a nonrefundable deposit for groups of twenty and larger. The deposit of \$300.00 can be made in the form of cash, credit, or company check and will be applied as credit to the final cost of the function. Any party exceeding 80 guests will require a \$500.00 deposit. Without this deposit, there is no guarantee that a space will be held for you.

**PAYMENT:** 50% of the total bill is to be paid fourteen days before the day of the event. All final banquet bills are to be paid the day of the function by cash, credit, or company check.

**BOOKING PROCEDURES:** To ensure the accurate communication of information necessary in making your function as successful as possible that the Banquet Manager, Kathy Kaucic, strongly prefers to work with only one person in the planning of an event.

**PRICE QUOTATIONS:** Price quotations, verbal or written, are subject to change due to fluctuation in food costs or increased costs of operation. All food and beverages served are subject to a 20% service charge and applicable county sales tax.

**SMOKING:** Smoking is permitted only outside of the Welshfield Inn Banquet Center, smoking is not permitted on the patio or the entrance walkways.

**GUARANTEE POLICY:** Once a deposit has been received and a specific date and time for a function have

been guaranteed, our banquet manager will work with you to outline the details of your function. As soon as this is completed, the Welshfield Inn Banquet Center will deliver a confirmation letter via facsimile, e-mail, or mail. The confirmation will outline the time and place, food and beverage, and number of guests attending the function. Number of guests attending must be guaranteed at least 5 days prior to scheduled date. Once this letter is reviewed, signed, and returned to the Welshfield Inn Banquet Center, it will act as a contract between the Welshfield Inn Banquet Center and the host of the function. If fewer guests attend than the guaranteed number, you will be charged for the entire guaranteed number; if the number of guests attending a function exceeds the guaranteed number, the Welshfield Inn Banquet Center reserves the right to substitute other available food and services if necessary.

The final guaranteed guest count cannot be lower than 75% of the original amount booked. If the final count drops below 75% you will be charged for 75% of the original guest count.

**CANCELLATION POLICY:** Any function canceled within thirty days will forfeit the deposit automatically. Banquets that are canceled up to fourteen days from a scheduled banquet will be assessed the full room charge; cancellation thirteen to three days prior to a function will be assessed 50% of estimated or guaranteed number of guests; cancellation within 48 hours of the event will result in 100% of the estimated or guaranteed number of guests.



14001 Main Market Road | Burton, Ohio 44021 | 440.834.0190

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**FOOD & BEVERAGES:** All federal, state, and local laws pertaining to food and beverages or consumption are strictly adhered to. All food and beverages must be purchased from the Welshfield Inn Banquet Center. No food or beverage of any kind, with the exception of wedding cakes, may be brought into the Welshfield Inn Banquet Center by guests or any entertainment group that has been approved by the Welshfield Inn Banquet Center. Welshfield Inn Banquet Center prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to ensure that all guests at the event enjoy an attractive selection of food and drink.

Because of the sensitivity to time and temperature we cannot allow leftover foods to be taken off premise. Children under ten years of age can be accommodated with a select menu, however any child over the age of ten will be held to our normal adult menu.

All alcoholic beverages must be served by Welshfield Inn Banquet Center employees and consumed on the premises; open beverage containers or glasses may not be taken off the premises. No alcoholic beverages will be served to guests under the age of 21. Welshfield Inn Banquet Center reserves the right to discontinue service of alcoholic beverages to any group or individual guest should Welshfield Inn Banquet Center personnel determine that to continue such service would not be in the best interest of the guest or of the Welshfield Inn Banquet Center.

**PERSONAL PROPERTY:** The Welshfield Inn Banquet Center does not have space available to store personal property, equipment or supplies belonging to or rented by the function host before or after scheduled functions. All such items must be removed from the Welshfield Inn Banquet Center immediately following the function. The

Welshfield Inn Banquet Center will not assume or accept responsibility for damage to or loss of personal property or rented equipment left at prior to, during, or following any function.

**PRIVATE PROPERTY:** Welshfield Inn Banquet Center does not allow anything to be affixed to walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substances. The host of a function assumes all responsibility for any and all damages to or loss of property from the function room or other areas of the caused by guests, invitees, volunteers, independent contractors, or any others affiliated with the sponsored function. No fireworks, fire hazards, glitter, or rice is allowed on Welshfield Inn Banquet Center premises.

**BUSINESS HOURS:** The Welshfield Inn hours of operation are as posted. Any deviation from posted hours must be set forth in writing prior to the function. Functions are available at the Welshfield Inn Banquet Center on all days in which the facilities are open for business. If functions are desired on days in which the Welshfield Inn is closed, it is possible to host private functions if agreed upon by the Welshfield Inn.

**CLOSING:** All entertainment that has been approved by the Welshfield Inn Banquet Center must be finished with their last set by 11:00PM when performing indoors, and 10:00PM when performing outdoors. All banquet rooms must be vacated by midnight. Last call for all alcoholic beverages will be no later than 11:45 pm. The Welshfield Inn Banquet Center reserves the right to control any and all functions held on premises and to discontinue service of alcoholic beverages at any time if, in the judgment of Welshfield Inn Banquet Center Management, it would be in the best interest of the Welshfield Inn Banquet Center and the guests to do so.

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# Facility and Banquet Rooms

The Welshfield Inn Banquet Center offers banquet rooms and facilities with seating capacities ranging from 10 to 140 guests. Standard set-up fee services include use of the room or space for the designated period of time, set up and use of tables, chairs, house linens, service of ice water and glasses, clean up and breakdown of room. Available rooms and spaces are listed below:

**THE BANQUET HALL:** The Banquet Hall is a comfortable, newly remodeled church with floor to ceiling windows, and all the charm and elegance needed for any occasion. The room can accommodate up to 90 guests with the option of plated or buffet style dinners.

**THE COURTYARD:** The Courtyard is a beautiful space nicely tucked behind the Welshfield Inn Banquet Center and is graced by an immaculately landscaped garden area. The Courtyard has a seating capacity of 140 guests and lends itself beautifully to average sized wedding receptions and reunions. Functions of sixty guests or fewer have the option of plated or buffet style dinners while functions greater than sixty guests can choose from our new buffet style dinner options. Parties booked for the courtyard are on a rain or shine basis and this area is the only outdoor facility available too reserve.

**\*\* Important Note:** Please keep in mind that actual capacity depends on the overall room set-up. Additional items such as dance floors, registration area, head table, audio-visual equipment, décor, display tables, etc. will reduce the capacity of a room.

**SET-UP FEES:** Room set-up rates are charged for use of a room or space, including time prior to or following an event for set-up and removal of materials and house linens. Charges are based on the following periods:

**THE BUSINESS DAY PERIOD**  
(9:00 am-3:30 pm)

**THE EVENING PERIOD**  
(4:30 pm-12:00 midnight)

Groups reserving a space or room for both the evening and day periods, or portions of both, will be charged for both time periods. Charges per period are as follows:

## **The Banquet Hall**

Monday-Thursday \$150.00  
Friday-Sunday \$400.00

## **The Courtyard**

Monday-Thursday \$175.00  
Friday-Sunday \$750.00

## **Banquet Bar Set Up**

Banquet Hall: No Charge

The Courtyard: \$100.00

(Includes bar tent, tables and all necessary equipment).



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# Banquet Beverage Services

Beverage service includes liquor, beer & wine selections, ice & glassware, garnishes and appropriate mixers. Please choose from one of the three liquor categories.

## LIQUOR SELECTIONS

### House Tier - \$5.50

Vodka - Tequila - Whiskey - Gin - Bourbon - Rum - Scotch

### Call Tier - \$6.50

Absolut Vodka	Canadian Club Whiskey
Dewars Scotch	Beefeater Gin
Bacardi Rum	Jose Cuervo Tequila
Jim Beam Bourbon	

### Premium Tier - \$8.00

Grey Goose Vodka	Crown Royal Whiskey
Jose Cuervo 1800	Bombay Sapphire Gin
Makers Mark Bourbon	Captain Morgan Rum
Chivas Regal Scotch	

### Wine Selections - \$6.00

Welshfield Select:  
Chardonnay - White Zinfandel - Merlot

\*premium quality wines are available upon request.

## BEER SELECTIONS

### Domestic - \$3.50

Budweiser	Bud Light	Coors Light
Miller Lite	Michelob Ultra	

### Import - \$4.50

Heineken	Corona	Bass Ale
LaBatt Blue	Amstel Light	
Great Lakes Commodore Perry		

We are happy to accommodate special orders for wine, liquor and beer. Please allow 2 weeks advance notice for us to stock that item. Liqueurs and cordials are available upon request. Shots will not be served at any banquet on The Welshfield Inn Banquet facility premises.

## BANQUET BEVERAGE HOURLY

CALL BAR PACKAGE – Imported & Domestic Beers, House Wines, Soft Drinks, Juices, Martini Bar (\$2.00 extra per person).

Two Hours - \$18.00  
Three Hours - \$28.00  
Four Hours - \$32.00

PREMIUM BAR PACKAGE – Imported & Domestic Beers, House Wines, Soft Drinks, Juices, Martini Bar

(\$2.00 extra per person).

Two Hours - \$22.00  
Three Hours - \$32.00  
Four Hours - \$36.00

BEER & WINE PACKAGE - Imported & Domestic Beers, House Wines, Soft Drinks, Juices, Martini Bar (\$5.00 extra per person).

Two Hours - \$16.00  
Three Hours - \$22.00  
Four Hours - \$26.00

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