

Summit Food & Spirits Banquet Room Policies

Summit Catering

Banquet Room Rental Information

- Banquet Room Reservations:

Ryan Robertson handles the booking of all banquet space at The Summit for weddings, personal, or corporate functions. A non-refundable deposit of \$150.00 is required to confirm a reservation date for all spaces except the Aaron Burr Room which is a 50.00 deposit.

The Deposit will be applied to final balance. A room reservation is not confirmed until we receive the deposit and signed contract. The remaining balance, if any, must be paid in full 30 days prior to the event.

- Two reservation periods are generally available on Saturdays, the first between the hours of 10am and 4pm, and the second between 6pm and midnight. Single room reservations are not available for Saturday evenings, in most cases. The Combination Room (the Aaron Burr Room and Rhino Room combined) is the only reservation accepted for the 6pm to Midnight time frame on Saturday evenings.
- Payment Procedures: Following receipt of the non-refundable deposit and signed agreement, additional payments may be made at any time. **Payment in full must be received 30 days prior to the event.** If full payment has not been received 30 days prior to the event, the event can be cancelled.
- Cancellations: A cancellation must be received 90 days prior to your event or the full room rental rate will be charged. If you cancel your event 90 days prior, and you have paid in full, you will be refunded all but your deposit.
- Hold Procedures: A tentative three-day hold may be placed on a specific date. The hold will automatically be removed if confirmation has not been made. The reservation is complete only with a receipt of deposit and a signed room rental agreement.
- Food & Beverage Minimums: Catering food and beverage cost minimums must be met with each room rental. The Summit Catering will provide all food and beverage for your event.

Please visit www.summitfoodandspirits.com for menus.

Parking: Summit Food & Spirits has complimentary parking spaces. To ensure adequate parking, please encourage your guests to carpool.

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Banquet Room Details

Your Banquet Room Rental Includes:

Tables & Chairs

Square white or cream disposable table coverings & paper napkins

China/Flatware/Glassware

Summit Catering can also provide any other décor/rental items you might need at an additional cost. See Gala Affairs Rentals.

The Wylie Room

1200 sq. feet

Seating Capacity 100

The Rhino Room

600 sq. feet

Hardwood Flooring

Large Windows

Seating Capacity 60

The Aaron Burr Room

370 sq. feet

Hardwood flooring

Custom Curtains, Small Bar

Seating Capacity: 25



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Banquet Use Policies

- The Wylie Room, Aaron Burr Room, and the Rhino Room are non-smoking rooms, however ashtrays are available on the back patio.
- All candles must be housed in glass or metal containers.
- The use of confetti, glitter, birdseed, or rice is prohibited.
- The use of nails, tacks, pushpins, tape or glue is not permitted.
- Helium balloons may be utilized for décor, but must be secured. In the case of a released balloon, the hosting party shall be assessed the retrieval fee.
- The hosting party shall be responsible for any damage to the facility and/or excessive cleaning required, due to the actions of the hosting party or their guests.
- ALL food & beverage consumed on the premises must be purchased and served by Summit Catering.
- The hosting party shall be responsible for ALL items brought into the facility by the hosting party and their guests. This shall include boxes, indoor and outdoor décor (floral, candles, etc.), and any items to be shipped or picked up at a later date.

Please sign and indicate that you have read and agree to all policy, rental, and banquet room details.

Signature _____

Date _____