

## CONFIRMATION

Port Edward's meeting and private party facilities will be held without a deposit for ten days before being released.

A deposit of \$350.00 to \$750.00, depending on the dollar amount of the event, is required.

## GUEST MINIMUMS

Function rooms are assigned in accordance with anticipated attendance.

A minimum of 30 guests is required to reserve a private room.

## GUARANTEES

A final guaranteed attendance is required 10 day's prior to an event.

You will be charged for the guarantee or the number served, whichever is greater.

## CANCELLATION

Deposits are non-refundable and/or non-transferable.

A cancellation fee of 50 % of the event total will be charged for cancellations received less than 72 hours prior to the event.

## ACCOUNT BALANCES

Balance of payment is due immediately upon completion of a function.

Payment for a wedding is due 3 day's prior to the actual function.

The balance of an account may be settled with:

Cash, Cashier's Check or Money Order

Credit Card: American Express, Discover, Visa,  
Master Card, or Diner's Club

No personal checks will be accepted for final payment.

All food and beverage prices are subject to appropriate sales tax and gratuity.

All prices are subject to change.

Please contact our catering department at 847.658.5441