



Barkers Island Inn Conference Center Policies

- 1. All menu prices are subject to 18% service charge and 5.5% state tax.*
- 2. Menu selections and set up requirements are requested two weeks prior to the event.*
- 3. The hotel requires a guaranteed number of guests to be given to the Catering Office five (5) business days prior to each event. After this time the number of guests may not be reduced. Should a guaranteed number of guests not be received by that time, we will assume the number first proposed is the guarantee.*
- 4. For all events, payment in full must be made 5 business days prior to your function unless credit has been established with the hotel.*
- 5. The Catering Office will arrange for rental of audio visual equipment which you may require for a meeting or program activity. Please place your order two weeks prior to your scheduled event.*
- 6. The Hotel will provide a Manager on Duty for the protection of guests during an event when liquor is served.*
- 7. We do not allow outside caterers or food and beverage to be brought into our facility for consumption by our guests. Leftover food remains the property of Barker's Island Inn & Conference Center.*
- 8. The hotel reserved the right to inspect and control all private parties, dinners, meetings, etc. If the volume of entertainment or PA system becomes a disturbance to other guests, the hotel reserves the right to request the volume to be lessened. It is suggested that your entertainment program be reviewed with the Catering Office prior to contracting for said entertainment.*
- 9. The hotel requires a minimum of 30-90 days prior for cancellation, depending on the type of event. If an event is canceled within the 30-90 days prior, a fee will be incurred. All deposits are nonrefundable.*
- 10. The hotel is not responsible for your guests' consumption of alcohol during host bars or when keg beer is purchased by the hosting party. The hotel is not responsible for minor's consumption of alcohol. All minors must have legal guardian on premises (present) to be allowed in our banquet facilities when alcoholic beverages are served.*
- 11. The hotel is not responsible for damage or loss of any merchandise or articles left in the hotel prior to, during or following your party or meeting.*
- 12. By using our hotel, you acknowledge acceptance of the above terms.*