



Sample Event Proposal

Contact Information:

Name:
Phone Number:
E-Mail:

Venue Details:

Date:
Room Choice(s):
Number of Guest

Regular Fees:

All Event Spaces are owned by the Bristol Harbor Inn

Room Rental Fee: Depending on Room Choice – Please See the Provided Rental Rates
Set Up Fees: Reception and Cocktail Hour: \$75.00, Ceremony: \$25.00
Corporate Meeting: Group Less than 25: Service Charge: \$100.00 a day Per Server
22%-25% service charge*
8% RI Food and Beverage Tax

Other Fees Depending on Specific Needs:

Bartender Fee: \$150.00
Live Chef Fee: \$75.00
Linen Fee: \$125.00 our linens. Other color choices available for an additional fee T/B/D.
Champagne Toast: \$3.50 per person
Dessert Plating Fee: \$2.50 per person (Applies to wedding cake and outside pastries.)
Outdoor Chair Rental Fee: \$5.00 - \$7.00 per chair depending on style
Projector and Screen Use: \$75.00

Timeline

Tasting (Weddings Only): 5 Months Prior (Saturdays at 1pm or 3pm) – free for the affianced, \$35.00 per additional guest
Signed Food and Beverage Contract Due After the Tasting (5 Months Prior)
Final Menu Choices Due 30 Days Prior to the Event
Floor Plans and Final Set-Up Details (such as linen colors) Due Two Weeks Prior to the Event
Final Total Guest Count and Final Count of Each Menu Item Required Seven (7) Days prior to the Event

Terms of payment for Event Space:

25% Room Rental Fee Due at booking. Full payment due 6 Months Prior to the Event

Terms of payment for Food & Beverage:

25% Deposit due with Signed Food and Beverage Contract
Full Payment Due 7 Days Prior to the Event

A final bill of any additional incurred charges will be presented on close of event date

Please note that prices may change at any time up until a contract has been signed with the DeWolf Tavern

**Service Charge covers staffing requirements. If the percentage does not cover server wages, a flat rate of the necessary amount will be added as opposed to the percentage*

Contract Terms and Details

1. **Use of the Bristol Harbor Inn Event Spaces**

Bristol Harbor Inn agrees to permit the Renter to use the **Bristol Harbor Inn Event Space(s)** on the **agreed upon date(s)** between **the agreed upon times (TBD)** for **5** hours, subject to the terms and conditions of exhibits included. In addition to the actual **Waterfront Deck** rental, the lessee will pay for any additional equipment rental.

2. **Payment**

As consideration for use of the **Bristol Harbor Inn Event Spaces** as stated above, the Renter will pay **the room rental fee** to the Bristol Harbor Inn. Rental fee can be made in small increments, but must be fully paid at least **6 months prior to the event**. Food and beverage payment can also be done throughout the year. **Final payment is due no later than seven (7) days prior to the function**. If the balance is not received seven (7) days prior to the function, your event will be cancelled and all deposits will be forfeited.

All deposits are non-refundable.

3. **Additional Time**

Non-contracted hours will be billed at a rate of \$350.00 for each additional hour or portion thereof.

4. **Parking**

The Bristol Harbor Inn and Thames Street Landing's parking area – located near the events deck and to the south of the hotel – shall not be used for Renter's guests, except under special circumstances. This parking lot is for use by retail customers, tenants of Thames Street Landing and overnight guests of the Bristol Harbor Inn. The parking lot located across Thames Street (east side) is available for event parking.

5. **Liability for Damages**

Renter will exonerate, indemnify and hold Bristol Harbor Inn, its officers, staff, agents and tenants harmless for any and all loss, cost, damages or expenses suffered or incurred by reason of any occurrence act or omission arising out of or connected with, directly or indirectly, the use of the property by the Renter, the Renter's guests, agents or employees. Renter assumes responsibility for loss of items at Bristol Harbor Inn or property damage incurred during rental times.

6. **Renovations & Restoration**

Bristol Harbor Inn makes every possible effort to schedule work projects so as not to interfere with events and functions. However, in the event work is necessary for public safety or otherwise, the Renter will not hold Bristol Harbor Inn or Thames Street Landing responsible for scaffolding or other construction materials in view of the function attendees.

7. **Insurance**

Any Amplified Music provider such as Bands or Disk Jockeys needs to have **A CERTIFICATE of Insurance** available **if requested** in order to PROVIDE THEIR SERVICES.

8. **Prohibition of Unlawful Activity**

Renter will not violate, nor will Renter permit the violation of any federal, state or local law, regulation or ordinance in connection with the function, including but not limited to the illegal sale or serving of alcoholic beverages, any illegal gambling or breach of the peace. In the event Bristol Harbor Inn feels that there is or will be any violation of the contract terms, state or town regulations, Bristol Harbor Inn has the right to cancel the event at any time, including during the event. Bristol Harbor Inn will not be responsible for any losses suffered by the Renter when the event is cancelled for cause. Any and all fines incurred as a result of an unlawful activity are the responsibility of the Renter and will be paid, inclusive of any legal fees, by the Renter.

NOTE: Please review the attached Appendix A (House Rules). Signing this contract is proof of reading, understanding, and willingness to comply with the terms and conditions set forth in the contract above and with those in Appendix A.

Appendix A: HOUSE RULES

NOTE: The signing of the Rental Agreement is proof of reading, understanding, and willingness to comply not only with the terms and conditions of the Rental Agreement, but of Appendix A - House Rules.

1. All events may begin no earlier than **Start Time TBD** and conclude no later than **End Time TBD**.
2. No smoking is allowed in common areas inside Bristol Harbor Inn.
3. Your guests are invited to the facility no earlier than the contracted rental hours.
4. All alcohol bars must close **15 minutes** prior to the end of the event.
5. Since Bristol Harbor Inn is in a residential area, amplified music is only permitted so as not to disturb our neighbors. In any case, music may not exceed the decibel levels proscribed in the Town of Bristol's Noise Ordinance. Outdoor music must end by **10:00 p.m.**
6. The use of any materials not fully recoverable as waste is prohibited. These include rice, confetti, birdseed, beans, glitter, or any other similar materials. The costs of any clean-up of these items will be deducted from the deposit.
7. "Party rooms" at Bristol Harbor Inn are prohibited. Noise levels must be kept to a minimum such as: by ordinance of Bristol Township –Musical entertainment at the Water Front Deck must cease at 10 p.m. The Bristol Harbor Room Social Events is open until midnight.
8. All function activities must stay within the Bristol Harbor Room and or Event Deck. **No food or alcohol is to be carried from Bristol Harbor Room to the Water front Deck or vice versa by a hotel guest.**
9. Given the close proximity to Narragansett Bay, **children must be supervised at all times.**
10. The Renter is solely responsible for all gifts and envelopes brought to the event. Bristol harbor Inn and Thames Street Landing is not responsible for any lost or stolen items or property.
11. The Renter agrees to make every effort to ensure the preservation of the property for future use.
12. Electrical cords are the responsibility of the caterers and musicians. The Renter agrees to make sure said people bring proper extension cords and do not overload the power sources provided by Bristol Harbor Inn.
13. Bristol Harbor Inn and /or its in house DeWolf Tavern catering services will provide all bar service for the Bristol Harbor Room / Event Deck. It is the responsibility of the Renter to coordinate liquor and beverage service with the indicated organization.
14. I/We will allow photos to be taken of our event prior to our and guest arrival. Photos may be used on the web sites for Bristol Harbor Inn and DeWolf Tavern and in other promotional materials and links. Should a photo(s) come from the event photographer, credit will be given to the individual or company.

Please review the attached menu, information and additional charges. By signing this contract is proof of reading, understanding and willingness to comply with rules, menus, charges, and terms of payment from Dewolf Tavern and Bristol Harbor Inn restaurant.

Signed: _____ Date: _____
(Renter)

Signed: _____ Date: _____
(Renter)

Signed John DiCarlo Date:

Special Events Manager, Bristol Harbor Inn & DeWolf Tavern