

General Information:

Private Event Space:

All events are held in a private room on the second floor of our building accessible only by stairs. There is a full bar, a private bathroom, and an HDMI ready TV for slideshows and presentations. Our function room accommodates up to 50 guests (25 guest minimum) and can be reserved for private gatherings from 11-3 or 5-9. Times may vary depending on availability.

Food and Beverages:

All food is served buffet-style.

We offer a variety of beverage packages including coffee & tea, non-alcoholic beverages and several options for open bar. Pricing depends on number of guests and selections.

No outside alcohol, food or beverages (alcoholic or non alcoholic) are permitted to be brought into the restaurant or function room. An exception may be made for a cake to celebrate your event.

Pricing:

Pricing varies, and can fluctuate depending on menu preference, number of guests and whether or not you wish to include an open bar package or any other add-ons.

All functions are subject to a room fee of \$500. The fee covers service staff, room set-up, break-down and cleaning, tables, chairs, flatware, food warmers and fuel, serving utensils, glassware and standard house linen (black tablecloths and gray/white striped napkins). Linens in a variety of other colors may be available (depending on availability from our vendor) for an additional fee.

Taxes / Services Charges:

Presently, all food and beverages purchased for functions are subject to an 8.5% New Hampshire state meals tax and a 20% service charge.

Billing and Cancellations:

A \$500 deposit is required to reserve your event and secure your event date. This deposit will be applied to the room fee.

An additional deposit of 50% of the total estimated food and beverage amount is needed to confirm your booking, and is required no later than one month prior to the date of your event. The final payment is due on the day of the event.

Deposit refunds on cancellations are handled as follows:

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| • Notice over 30 days prior to event: | FULL refund of deposit |
| • Notice 10 to 29 days prior to event: | 50% refund of deposit |
| • Notice less than 10 days prior to event: | NO refund of deposit |

Deposits are refundable only in accordance with the above schedule. FOUNDATION gift cards, digital gift cards, and bonuses/promotions may not be used as payment for events.

Parking:

In addition to on-street parking, we have limited parking on our property (including 2 handicap spots), and there are three parking lots within walking distance.