



THE FOUNTAIN ROOM

Location: Main Level

Capacity: 50 guests

Presentation Capability: 75" TV Screen with HDMI hookup

Potential Capacity: 100 (with room extensions)

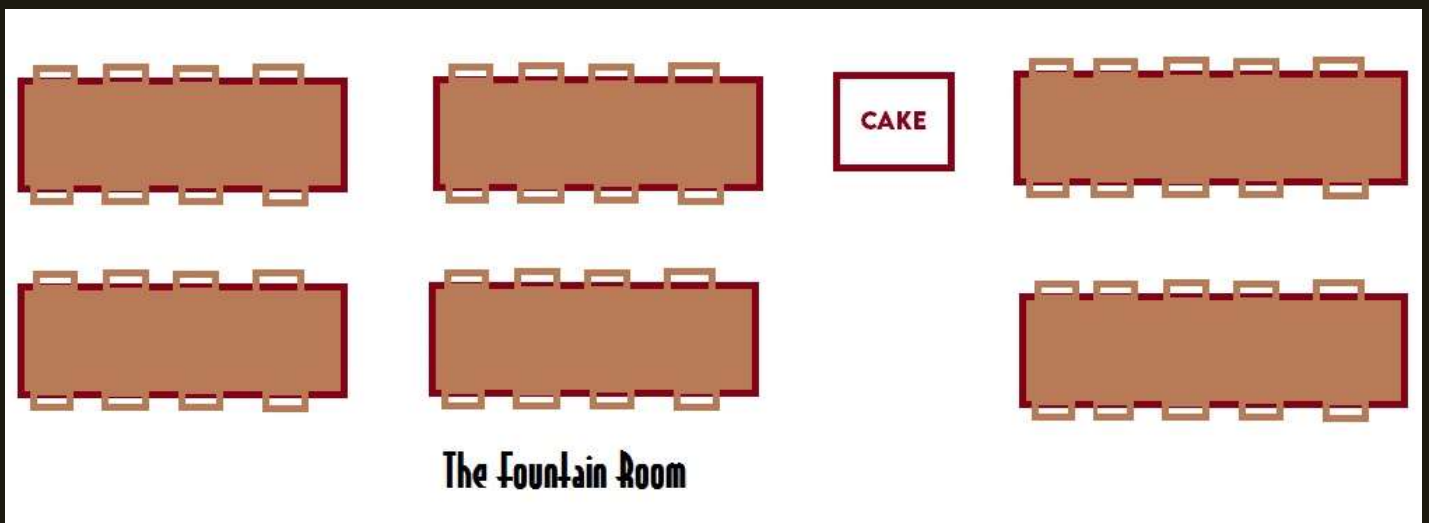
Table Shapes: Rectangular

Minimum: 45 dining guests

Booking Fee: \$12/empty seat less than 45

Room Security Deposit: \$100

**Please note – Cake Tables, Appetizer Tables, Gift Tables and/or projector screens for presentations may affect Room Capacities.*



BOOKING TERMS

Security Deposit: Fully Refundable if Minimum Requirement is met with dining guests. Guests not purchasing an entrée do not count towards minimum. Not fully refundable for cancelled events. Cancellations with at least 3 months' notice will receive a 50% refund.

Minimum Requirement : This is the amount of dining guests required in order to reserve a private room without a room fee.

Rental Fee: Our fees are \$0 if you meet the minimum number of dining guests. This is an incremental fee allowing you to book a larger space with less guests if desired for set up, cocktail mingling, etc.

Menu: Any parties over 25 guests require you to select an abbreviated menu. This assures faster service, allows the kitchen to prepare for the event, and helps for budget purposes. This is a limited menu with 3 entrée selections. Set menu options are available with set prices per head. Typically offerings include: Beef, Chicken, Seafood, and Pasta Dishes. Kid's Menus may be included if needed.

Allergy/Special Diet: If there are guests attending with special dietary needs or food allergies, we must be made aware prior to the event and a special menu may be offered.

Cake Service: We will store your cake prior to the event, set up a cake table with china dessert plates & forks, cut, serve, and clean up cake. \$1/person

Linen Rental : \$9.50 per linen which covers 8ft. table (seats 8 guests/average cost \$1/person) *Swatch Available for Color Selection - Color Linen Napkins 0.65/person

Table Set Up: We are able to set up an appointment with you to do a run through of the space & to discuss room set-up, head table, cake table, sign in table, etc.

Decorate your space: Permitted to bring in your own table decorations. You will have 30 minutes prior to event to access the space and set-up. If this is not enough time or If you would like to use our staff to set up all decorations/linens, etc. there is a \$75 set up fee which will ensure the space is ready to-go upon you and your guests arrival. Decorations may be dropped off morning of the event and we will complete table set-up/decorating. Once event is over, decorations must be collected and taken back. *Confetti not permitted

Reservation Time: **All reservations are booked for two hours** in designated space. For very large parties, exceptions may be made by management if more time is needed. Additional time may be rented if desired.

Taxes & Service Gratuity: NC Sales Tax & 22% Service Gratuity Automatically Added

A/V Equipment: A mobile projector screen may be rented and is available for \$25.00. The projector and laptop must be provided by the customer. A time for a practice run is suggested to ensure quick and easy set up. If noted on your space selection above – our TV's are available for your presentation needs – must provide your own HDMI cord. - \$20.00 Usage Fee

FINAL PAYMENT: Your event will be invoiced for your confirmed number of guests including sales tax, gratuity, entrees, beverages, linen and cake service (if selected), room fee (if applied) and your room deposit refund. This invoice will be sent to you and final payment is to be made one week prior to your event. Any variance of guests or additional items/services will be calculated at the end of the evening such as bar cocktails, add on guests, etc..
FORMS OF PAYMENT ACCEPTED: Cash, Company or Certified Check Preferred, All Major Credit Cards accepted and are subject to a 3% processing fee.

DON'T WANT A SET MENU?

Any Groups less than 25 guests can be accommodated on separate checks day of event with an open menu. Groups over 25 are required to be on ONE CHECK.

Need help collecting Payment from guests?

Menus for one set price per person may be created if you are required to collect payment from your guests prior to the event.

Alcoholic Beverages: Different options available

1. Open Bar
2. Limited to Beer & Wine Only
3. Limited to Specific Liquor Cocktails, Beer & Wine
4. Cocktail Hour: Limit guests to a specific time frame with Cash Bar to follow
5. Cash Bar Only (guests are responsible for any and all alcohol purchases)
6. Champagne Toast with a Cash Bar to follow
7. Running Tab with Set Budget (i.e. \$500 bar budget, once this is met we will notify host/hostess and will then decide to cut off the bar and allow guests to purchase their own beverages *cash bar)