

# Rips

3809 North Crain Highway, Mitchellville, MD 207164  
301.805.5900 [www.ripscountryinn.com](http://www.ripscountryinn.com)

## Banquet Policies

### ❖ CAPACITY

The Banquet Room is limited to a minimum of 25 guests and a maximum of 40.

### ❖ ROOM RENTAL

In addition to the cost of the food, there is a room rental fee of \$150.

### ❖ DEPOSITS

Once all details of the event have been confirmed we require a deposit of \$200 in order to secure the date of your event. The deposit will be deducted from your final bill at the end of your event.

### ❖ CONFIRMATION

An event is not booked until you have these details finalized. Details must be finalized 14 days before event.

1. Number of Guests.
2. Menu selection.
3. Date and Time.
4. Deposit

### ❖ EVENT TIMES

All events will have use of the room for 3 hours. Guests are permitted to enter the room 30 minutes prior to the event to decorate.

1. Breakfast Menu is available 9:00am- 11:00am
2. Lunch Menu is available 11:00 am- 3:30pm
3. Dinner Menu is available 4:00 pm – til close

### ❖ FOOD

1. Due to health department regulations, food from a buffet may not be taken to-go.
2. The buffet is not an “All you can eat” buffet, it will be portioned for the amount of guests in attendance.

### ❖ MUSIC

Our liquor license does not allow for live music or microphone, but you may bring a small CD player.

### ❖ CHANGES/CANCELLATION

1. If you must cancel, it must be done 7 days before your event.
2. Changes to the size of the group must be made 7 days prior to the event.
3. If a group decreases to less than 30 people 7 days before the event, accommodations will be made to seat them in the restaurant and food will be ordered off the menu. The room fee will still be applied for reserving a space in the dining room.
4. Final billing is based on the final guarantee or actual number of guests, whichever is greatest.
5. Deposits are non-refundable after 7 days before the event.

Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_