

# GENERAL POLICIES

**Thank you for considering the Swan Inn  
for your upcoming event!**

We will make your event as pleasant to plan as it is to attend and will do our very best to please you.

We require a non-refundable deposit at the time of scheduling a banquet. The deposit for a smaller room is \$35.00 or \$65.00 for a larger room. Rooms will be held for ten days only without a deposit.

The final guest count is due one week before the banquet. You will be charged for that amount even if fewer people attend. This is necessary to ensure proper table settings, food requirements, and other planning.

Payment is due in full by credit card, cash, or money order at the completion of the banquet.

If you would like to decorate, please consult with management. Placing tape on the walls is absolutely prohibited! No confetti is permitted.

The Banquet Room must be vacated by 11:30 p.m. Monday through Saturday and by 5:00 p.m. Sunday.

Menu prices will be guaranteed sixty days prior to your event; otherwise prices are subject to change. Any damages incurred to the facility as a result of your function will be billed to you or your organization.

Country or Family Style Dinner: Everything is served at the table in bowls and platters. Buffet: Serve yourself from a Buffet Table.

For off-the-menu banquets (available only for 25 or fewer guests) we require you to choose a limit of 5 entrées from our restaurant menu. Please exclude Mexican dishes and Stir Fry's. For banquets all steaks are served medium only. Dinners are served with a baked potato, tossed salad, and dinner roll.

When using the banquet facility, please park in the rear of the building behind the motel.

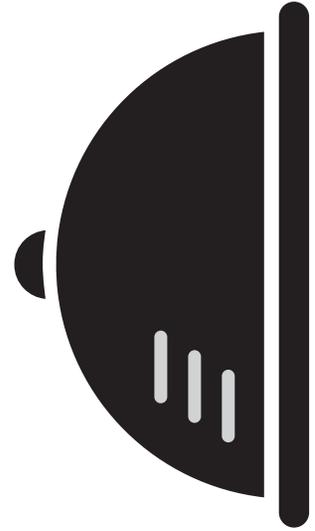
No food or beverages may be brought into the banquet rooms by the patron or any guest except for wedding, anniversary, or shower cakes.

If you wish to delay the scheduled serving time, you will be charged \$10.00 per waiter for each half hour delay. Also we cannot be held responsible for the temperature or quality of food if there is a delay.

The Swan Inn cannot be held responsible for lost or stolen articles.

Due to both Health Department Regulations and Insurance Liability, no leftover food may be removed from the premises.

All-you-can-eat family style and buffets do not include take-outs or left over food.



# BANQUET POLICIES