

654 U.S. Route 1
Jonesboro, ME 04648
207.434.2540

Event Contract

Name:

Date and Time of Event:

Type of Event:

Thank you for choosing The Chandler River Lodge for your special event. Please review our policies and return signed, signifying you agree with our arrangements.

1. 50% deposit must be made upon signing the event agreement. We will not be able to refund or transfer your deposit. Your deposit reserves your function date. Full and final payment is expected at time of delivery.
2. The final decisions about the food should be made 1 month prior to your event. Two weeks before your event, we need a confirmation on the number of attending guests and their food selections (if this applies to your menu)
3. Should your event serve alcoholic beverages, it must be purchased through the Chandler River Lodge. We reserve the right to refuse and stop alcohol service at any point of your event. Violating this law could result in the termination of your event. We can only accommodate a beer and wine bar using the Chandler River Lodge's appointed bartender. The Maine state law does not allow consumption of alcohol by minors. Maine State I.D.s will be required.
4. All food and beverage is subject to 7% Maine State sales tax and a 20% gratuity or service charge.

5. If requested the Lodge will hold their 4 guest rooms (if not previously booked) for your event. If you choose to use the rooms, they will need to be reserved by credit card.
6. Damage done to the exterior or interior of the Lodge will be charged to host of the event. We ask that you do not decorate with confetti or glitter.
7. Client is responsible for alerting the Chandler River Lodge to any diet concerns your guest may have.
8. If your company is tax exempt, please provide a copy of your Tax Certificate documentation.
9. Standard room fees:
 - Marston Room (28 Guests) with 2 breakout rooms is \$250.00
 - Marston Room (28 Guests) \$175.00
 - Hall Room (12 Guests) \$75.00
10. If the event contract is unsigned or without deposit we will consider your event unconfirmed. Therefore, we reserve the right to schedule another event on this specific date.
12. We require a credit card number for our files.

I have read and agree to all the Chandler River Lodge's policies.

Signature

Date

Print