



DUNKIRK CONFERENCE CENTER, INC

3602 East Lake Road • Dunkirk, New York 14048 • Phone (716) 366-1900

www.dunkirkcc.com

Policies and Terms of Agreement **Please read and sign at the bottom**

Event Policy

All events are up to **7 hours** long to include your Appetizers, Dinner and Reception. **EXAMPLE: If your wedding ceremony is at 2:30pm, then your reception will be over at 10pm. This allows ½ hour free of charge for your ceremony with your 7 hours beginning at 3pm)** The event will end at the contracted time. You will be given 30 minutes, at no additional charge, after the contracted time, to allow for final farewells and gathering of personal belongings. Our professional staff will cut and serve your wedding cake with our compliments. All decorations are subject to approval by the Hospitality Director.

****Please note that our facility closes at 11pm, therefore, to receive your full 7 hours for your reception, you must begin your event no later than 4pm.**

Food

All food items must be prepared by the Dunkirk Conference Center. Final menu selections must be made at least 1 month prior to your event. All meals will be served buffet style. Our menu is very flexible and often it is possible to order items that are not regularly on the menu. Please feel free to meet with our Hospitality Director to discuss any questions you might have or to help with planning your meal to meet your specific needs.

****Dinner will be ready at the time indicated on your contract. While we will accommodate any time, you are prepared to eat, it should be noted that the quality of food is diminished after prolonged holding time.**

Beverages

We offer a large selection of non-alcoholic beverages as well as beer and wine. Please note that alcoholic beverage sales are regulated by the State Liquor Authority. The Dunkirk Conference Center as a licensee is responsible for the administration of these regulations. Therefore, it is our policy that **NO** liquor, beer or wine be brought onto the grounds from outside sources. No hard alcohol of any kind is permitted. No flasks or bottles will be permitted by the wedding party or guests to be consumed on the property, including the parking areas and cabins. **Any person who does not comply with these policies will be asked to leave the grounds. Further non-compliance may result in closing your event. The Dunkirk Conference Center reserves the right to not allow service to someone who is intoxicated and/or is at risk of doing harm to themselves or others.**

Please Initial _____

****No one under 21 years of age is permitted to consume alcohol of any kind!**

Guarantees

The catering department orders and prepares meals in accordance with the contract. A final attendance number (guarantee) must be given **TWO** weeks prior to your function date. If no final guarantee is received, we will consider the number indicated on the original event order to be the correct and guaranteed number of guests and charge you accordingly.

Wedding Rehearsal

Wedding rehearsals are limited to **1 hour** beginning at **5:30pm** the day before the wedding.

NO SMOKING ALLOWED DUE TO CAMP IN SESSION.

** Smoking is allowed the day of your event outside the buildings. (Please use ashtrays provided by Dunkirk Camp & Conference Center.)

Parking

Parking is next to the Administration Building **ONLY**. If you need access to Mother's Memorial to drop off items, please notify management prior to arrival to set up a time to do so. We have staff available with Golf Carts to transport any guests who need assistance to and from the buildings.

Personal Property

Dunkirk Conference Center does not take responsibility for any lost or stolen items. If you need to leave something behind to be picked up later, please make arrangements with a member of management so that the item can be placed in a secure area.

Payment Policy

Full payment is due 2 weeks prior to the event. The final count of guests is due two weeks prior to your events. Prices are subject to change without notice, however, we will guarantee at least 30 days in advance of your event. A 20% service charge and 7.5% New York State sales tax will be added to all charges.

Failure to pay for function will result in legal action. All legal fees incurred will be the responsibility of the contracted person(s) and not the Dunkirk Conference Center.

Please Initial _____

Confirmation

All functions are deemed tentative until a \$500.00 down-payment is received.

Down payments are **non- refundable**. Should you need to cancel your wedding prior to 1 month of the date of the event, you will be refunded any moneys paid over and above the \$500 down payment.

NO REFUND OF ANY KIND WILL BE GIVEN FOR CANCELATIONS MADE LATER THAN (1) MONTH PRIOR TO EVENT.

Please Initial _____

Certificate of Insurance

A Certificate of Insurance issued by your insurance company to your group or sponsoring group must accompany this agreement stating your coverage and that the Dunkirk Camp & Conference Center Inc. is listed as additional insured on your policy. Certificate must be turned in at the time of your final payment or earlier.

Damage Deposit

Damage deposit of **\$500.00** will be retained by the Dunkirk Conference Center until an inspection determines that the buildings and grounds are free of damage and/or debris. You will be held liable for any damages caused to buildings or property and any injuries due to personal negligence. You will be responsible for all expenses up to and exceeding your \$500 deposit. **Deposit is due at the time of the final payment and will be refunded after an inspection of the buildings and grounds.**

Please Initial _____

Decorating

Due to our summer camps being in session during the summer months, decorating will not be allowed until after **11am on the day of the wedding**. All decorations can be brought in and stored prior to, with notification. If there is no camp during the week prior to your event, you may decorate on Friday afternoon providing arrangements have been made with the Hospitality Director to ensure that the buildings will be ready.

Rentals

ALL rentals must be made through the Dunkirk Conference Center. The Dunkirk Conference Center works with a number of rental companies and will make every effort to meet your needs. **No** outside rentals will be allowed.

Rental Fees

- A facility rental fee of \$2500.00 will apply to all events.
- Our White China is included with all Menus free of charge.
- Linen rental fee is \$5.00 per person. **This does not include skirting for the head table.** This does include all linens for this event including napkins and tablecloths at the reception hall.
**DCC will allow you to bring your own linens in for your wedding, however, you will be responsible for set up and removal of your linens.
- Table Skirting Rental \$35.00/table (8' table) All linens are white only.
- We offer glassware to be used at the Dinner ONLY. Glassware rental fee is \$1.50 per glass. Plastic glassware for reception is included free of charge. No glassware is allowed at the Mother's Memorial building.
- Our chairs are available for your event free of charge. Plastic white or black folding chairs are available for rental at \$3.00 per chair.

****Prices are subject to change no less than 30 days prior to your event****

Additional Charges

ANY additional charges that incur on the day of the event (additional alcoholic beverages or additional time for reception) MUST be paid by cash or credit card at the time of service.

- NO PETS, ILLEGAL DRUGS, FIREWORKS OR FIREARMS ALLOWED ON THE PREMISES.
- IN ACCORDANCE WITH NEW YORK STATE LAW, SMOKING IS PROHIBITED IN ALL BUILDINGS.

THIS AGREEMENT WILL BE CONSIDERED BINDING, AND YOUR DATE CONFIRMED, UPON RECEIPT OF ONE SIGNED COPY OF THIS RENTAL AGREEMENT AND YOUR DOWN PAYMENT (\$500) IS RECEIVED.

I, the undersigned, have read and agree to the Policies and Terms of Agreement stated above. I also understand that these Policies are subject to change without prior notification and a new agreement will be provided to me for review and signature.

Dunkirk Conference Center Inc. Representative

Date _____

Authorized Representative of your Party

Date _____