



# DUNKIRK CONFERENCE CENTER, INC

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

www.dunkirkcc.org

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

### **Event Policy**

Building rentals are for up to hours, unless prior arrangements have been made, ending no later than 11pm. 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.

### **Food**

With the exception of rentals in our Picnic Grove, 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. Attached is our menu with per person pricing. Our menu is very flexible and often it is possible to order items that are not regularly on the menu. Seafood items and choice meats such as Prime Rib, Beef Tenderloin are available, but not on the menu due to fluctuation in prices of these items. **\*\*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 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 a policy that NO liquor, beer or wine be brought onto the grounds from outside sources. **The Dunkirk Conference Center reserves the right to deny service to someone who is intoxicated and/or is at risk of doing harm to themselves or others.** Please initial \_\_\_\_\_

Beer and wine can be brought in by group if renting the picnic grove or for small parties in Mother's Memorial. **Absolutely no hard liquor allowed.** This is a privilege and is at the discretion of the Camp Manager. Dunkirk Camp & Conference Center has the right to stop all alcohol consumption on the property as it deems necessary to ensure the safety of any person(s) on the premises. Please Initial \_\_\_\_\_  
**\*\*No one under 21 years of age is permitted to consume alcohol of any kind!**  
Failure to comply with this policy will result in being asked to leave the premises.

### **Guarantees**

It should be understood that the catering department orders and prepares meals in accordance with the contract. A final attendance number (guarantee) must be given ONE week 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.

## **Parking**

Parking is next to the Administration Building **ONLY**. If you need access to the Mother's Memorial building to drop off items, please notify management prior to arrival to set up a time to do so. We will allow your band or DJ to drive to the building to unload and load equipment with prior notification. On the day of your event our staff will provide rides using our golf carts to transport anyone who has trouble walking from the parking area. We also provide rides between the buildings for these people before and after dinner. If you have guests that are in a wheelchair, you may drive them to the Mother's Memorial building, again with prior notification.

## **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 at a later date, please make arrangements with a member of management so that the item can be placed in a secure area.

## **Payment Policy**

Full payment by check or money order is due 2 weeks prior to the event. Prices are subject to change without notice, however, we will guarantee at least 30 days in advance of your event. A 20% gratuity and 7.5% New York State sales tax will be added to all catered functions. 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 \$250.00 deposit is received.

Deposits are **not refundable** for cancellations unless the Dunkirk Conference Center is able to book another client for that date. **NO REFUND WILL BE ALLOWED AFTER FINAL PAYMENT HAS BEEN MADE.**

## **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 Conference Center Inc. is listed as additional insured on your policy.

## **Damage Deposit**

Damage deposit of \$250.00 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 \$250 deposit. Deposit is due at the time of the final payment and will be refunded after an inspection of the buildings and grounds.

## Decorating

When camp is in session, all decorating must be done the day of your event after 10am to allow the campers to collect their belongings from the building and staff to clean. Decorations can be brought in and stored prior to your event providing you make prior arrangements with the Camp Manager.

## 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 \$400.00 per building will apply to all events.
- Linens: 108" rounds - \$12.00 each, 60" x 120" banquet - \$13.00, Napkins - \$1.00 each
- **\*\*DCC will allow you to bring your own linens, however, you will be responsible for set up and removal of your linens.**
- If your event is a Dinner or Shower type event, we offer glassware at \$1.00 each to have with your meal. We do not allow glassware in our reception hall (Mother's Memorial Building). We use a clear hard plastic 12 oz cup for all beverages (except coffee) free of charge.
- Our chairs are available for your event free of charge. **Plastic white or black folding chairs are available for rental for \$3.00 per chair.**
- Pool Rental - \$75/hour with a minimum of 2 hours. We provide lifeguards. You must bring your own towels.
- Sports Equipment (Basketball Court, Volleyball Court, Frisbee Golf) - \$50 flat fee

\*\*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, CERTIFICATE OF INSURANCE, AND DEPOSIT CHECK.**

**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.**

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Dunkirk Conference Center Inc. Representative

Date \_\_\_\_\_

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Authorized Representative of your Party

Date \_\_\_\_\_

