



## 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**

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. All decorations are subject to approval by the Dunkirk Conference Center.

**\*\*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**

Outside caterers are permitted to use the kitchen in Mother's Memorial & our Dining Hall as needed for heating and staging meals. Outside cooler space will be made available for your caterer, your wedding cake and any floral decorations that need refrigeration.

#### **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 NY 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.**

#### **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.** Prices are subject to change without notice, however, we will guarantee at least 30 days in advance of your event. An 8% New York State sales tax will be added to all charges.

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 payment made 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 received by the date 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 Camp Manager to ensure that the buildings will be ready.

**Facility Rental Fees**

Rental fee with use of Mother’s Memorial Building - \$2500 (seating 80 for meals)  
Rental fee with use of Dining Hall - \$3000  
Rental fee with use of Dining Hall & Mother’s Memorial - \$4500 (seating 250 for meals)  
Vesper Point for Wedding Ceremony Only - \$200  
White or Black folding chairs - \$5.00 each \*Our chairs are free with your rental  
Plastic glassware for reception - \$100  
\*DCC does not provide linens.

**Additional Charges**

All alcoholic beverages (beer & wine) must be purchased from the Dunkirk Conference Center. Absolutely NO alcohol including beer & wine can be brought in or consumed on the grounds, including your vehicles.

If you need more beer or wine during your event, every effort will be made to get more. No purchases will be made after 9 pm. Payment is expected at the time of purchase.

- **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.**

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Dunkirk Conference Center Inc. Representative

Date \_\_\_\_\_

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Authorized Representative of your Party

Date \_\_\_\_\_