

The Roycroft Inn Private Events guidelines

- ❖ All events are subject to New York State sales tax of 8.75% and 20% gratuity/service fee
- ❖ A guaranteed final guest count, complete with individual entrée counts, is due 3 days prior to your event. This count **may not** decrease once given. If no guaranteed count is received, the original booking amount will be used. If the number of guests in attendance exceeds the guaranteed count, the actual number of guests will become the basis for charges.
- ❖ A deposit is required to confirm an event date, and is non-refundable. We will gladly hold space on a tentative basis for up to two weeks at no charge.
- ❖ All displays and décor are subject to approval by The Roycroft Inn. We cannot allow long taper candles/candelabras, confetti, streamers or balloons due to fire codes.
- ❖ The Roycroft Inn is not responsible for lost or forgotten items.
- ❖ If rental equipment is required, additional charges will apply.
- ❖ Any damage to The Roycroft Inn or items within, as well as any fees incurred due to a loss, breakage, or damage of goods by any guest of the event will be the sole responsibility of the client.
- ❖ In accordance with New York State Liquor Laws, we will not serve alcohol to any intoxicated person, minors or for longer than 5 ½ hours to any one group of people.
We do not serve shots at any of our bars.
- ❖ Events that do not meet the Food minimum will have the balance added to the room rental charge.
- ❖ An estimated bill is payable by the client one week prior to your event.
- ❖ Any remaining balance can be paid via cash, check or credit card at the conclusion of your event.
- ❖ Premises should be vacated within a reasonable amount of time at the end of the event.
- ❖ Entertainment and music (DJ or Band) must be kept to a reasonable level and end promptly at 11:00pm.
- ❖ ***For Weddings***, our sales staff and professional banquet captains will be onsite to insure that your event is fun and memorable for you and your guests.

