

Weddings & Special Events: Policies

~ All events are subject to New York State sales tax of 8.75% and 21% gratuity / service fee.

~ A minimum guarantee of attendance (final count), complete with individual entree counts, is due 3 business days prior to your event. This count may not decrease once given. Any special meals should be included in the guarantee. If no final 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. The Roycroft will prepare for 5% over the guaranteed number however, if the count exceeds the guarantee by more than 5%, we will provide an equal or comparable meal for guests.

~ A deposit is required to book an event date, and is non-refundable. We will gladly hold space on a tentative basis for up to two weeks at no charge.

~ Due to being a Historic Landmark, all displays and decor are subject to approval. No taper candles, candelabras, bubbles, confetti, rice, bird seed, streamers or balloons are allowed onsite. Cleaning fee may apply and will be assessed and added to the final bill at the end of your event.

~ Any damage to the Roycroft / Roycroft Campus 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.

~ The Roycroft Inn is not responsible for lost, stolen or forgotten items nor responsible for any items that are brought in by the client.

~ In accordance with New York State Liquor Laws, we will not serve alcohol to any minors, intoxicated person or for longer than 5.5 hours to any one group of people. We do not serve shots at any of our bars.

~ Entertainment and music (DJ or Band) must be kept to a reasonable level and end promptly at 11:00pm. Premises should be vacated within a reasonable amount of time at the end of the event and will be determined prior.

~ Audio Visual Equipment, "Wedding Upgrades", Room Rental and any additional items contracted with the Roycroft Inn will be subject to a 21% service charge.

~ An estimated bill is payable by the client 7 business days prior to the event day. Events that do not meet the Food & Beverage Minimum will have the remainder applied as an additional room rental to meet the minimum financial commitment. Any remaining balance can be paid via cash, check or credit card at the conclusion of your event.

