

# PARKSTONE CATERING

## AT RAMADA BWI

TEL: 410-712-4300 FAX: 410-712-0921

### General Information Form

Please read the following to ensure a complete understanding of our policies and procedures. This agreement will serve as a commitment until a formal contract and menu selection has been made.

#### Ballroom Requirements

A minimum of 130 people is required for the Grand Ballroom. A minimum of 60 people is required for the Petite Ballroom. Room rentals may apply if minimum food and beverage requirements are not met.

#### Reception Time

Wedding Receptions run for four (4) hours. Receptions may exceed the 4-hour period for an additional charge of \$300 per hour when no additional services are purchased.

#### Taxes and Gratuity Charge

All prices are subject to a 19% gratuity. 6% Maryland Sales Tax will be added to food, beverage, and other applicable charges. Any entity claiming tax exemption must provide proof at time of booking.

#### Guarantee

Exact guarantee is required seven (7) business days prior to your event. Your guarantee guest count is considered your final guarantee and is not subject to a reduction. Banquet room will be set up according to your guarantee.

#### Payment

A non-refundable deposit fee of \$1000 is required at the time of booking and is non refundable after 48 hours from signing the agreement. An additional \$1000 deposit is due 90 days after signing and is also non refundable. If applicable, full payment for a ceremony room rental will apply to secure a date. A payment of 50% of estimated bill is required 60 days prior to the event. All deposits and payments are non-refundable. A full payment by credit card (MasterCard, Visa, Discover, and American Express), certified check, or cash is due for your guarantee 72 hours before the event. Any and all overages must be paid immediately upon completion of the by credit card which is to be provided with the final payment. All credit cards are subject to a 4% convenience fee- including deposits and payments. Customer agrees to all reasonable attorney's fees, court cost and interest associated with hotel's attempts to collect an unpaid invoice.

#### Outside Food and Beverage

No food or alcoholic beverages may be brought into the reception as exclusively Parkstone Catering provides this service (except for wedding cakes). No food or beverage to may be taken from the reception. A service charge for a guest provided cake will apply.

#### General Information

No decorations, posters, streamers, etc. may be affixed to the walls or light fixtures. Any damages to banquet rooms are responsibility of signer of this agreement. The hotel reserves the right to change Banquet room assignment if guarantee falls under expected attendance or if unforeseen circumstances occur.

*Guest Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

You will be responsible for all costs associated with the enforcement of our agreement, including but not limited to attorney fees

# PARKSTONE CATERING

Thank you for choosing Parkstone Catering at the Ramada BWI Airport.

We have reserved \_\_\_\_\_ on \_\_\_\_\_  
Banquet room Day Date

from \_\_\_\_\_ to \_\_\_\_\_.

To secure this reservation we require a \$ \_\_\_\_\_ deposit at the time of signing this agreement. You have 48 hours from today's date to cancel your event and receive a full refund. After 48 hours your deposit is non refundable. Your final contract is due 90 days prior to your event if applicable.

Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Method of payment:

Deposit #1

\_\_\_\_\_ Check

\_\_\_\_\_ Credit card \_\_\_\_\_ exp date \_\_\_\_\_ Sec. Code \_\_\_\_\_

\_\_\_\_\_ Cash

Received by- \_\_\_\_\_ Date \_\_\_\_\_

Deposit #2

Due date: \_\_\_\_\_

\_\_\_\_\_ Check

\_\_\_\_\_ Credit card \_\_\_\_\_ exp date \_\_\_\_\_ Sec. Code \_\_\_\_\_

\_\_\_\_\_ Cash

Received by- \_\_\_\_\_ Date \_\_\_\_\_

All credit cards are subject to a 4% convenience fee.