



## GENERAL POLICIES AND INFORMATION

### **Food & Menu Selections**

All food and beverages are to be supplied by the Galley Hatch Conference Center. Menus are to be selected prior to signing your contract. Insurance regulations prohibit outside catering services or delivery services for any event being held at our facility, with the exception of wedding cakes. All food prepared by the Galley Hatch Conference Center may not be taken off the premises due to insurance and health code regulations.

### **Beverage Service**

The Galley Hatch Conference Center strictly enforces the liquor laws of the State of New Hampshire. The Galley Hatch Conference Center must supply all non- alcoholic and alcoholic beverages, including bottles used for centerpieces and party favors. The Galley Hatch Conference Center reserves the right to limit and control the amount of alcoholic beverages consumed by guests. We do not serve shots of alcohol of any kind. We do not serve drinks that have more than 2 liquors. No alcoholic beverages will be allowed to leave the Conference Center for consumption in public areas or on the immediate property. New Hampshire liquor laws prohibit external event planners and Conference Center guests from supplying their own alcohol. This includes centerpieces, favors, raffles and auction items.

### **Prices & Guarantees**

Without a signed contract stating menu items and pricing, all prices quoted are subject to change. The client agrees to allow for any changes and market fluctuations that the Galley Hatch Conference Center may encounter. A guarantee of the exact number of guests is required 14 days prior to the event for all functions. Guaranteed final count cannot be reduced once given; additional guest guarantees are granted up to seven days prior to event. Some menu items are not as readily available as others so, in some cases, we will need to be very firm with deadlines for increases. If we do not receive a guaranteed count by stated date, we will bill according to highest estimated count given.

### **Payments**

A non-refundable deposit will be required to secure the date and time of your event. Deposits will be based on each individual event. Please see your contract for deposit amount and due date. Without established billing privileges, all functions must be prepaid prior to the event. Your function will not commence until payment in full has been received by the Galley Hatch Conference Center. Any unanticipated balances due will be collected on the day of the function. Credit approval for direct billing must be authorized through the General Manager of the Galley Hatch Conference Center. Payment must be made in the form of cash, certified check or credit card. Personal checks will only be accepted up to 10 business days prior to your event. A \$50.00 service charge will be assessed on all returned checks. Checks should be made payable to Galley Hatch Conference Center.

### **Cancellation Policy**

In any case of cancellation all deposits are non-refundable. Failure to cancel an event at least 10 business days before the event is scheduled will result in being charged in full for the event. Please inquire with the sales office for weather related cancellations.



## **Banquet Rooms**

Minimum requirements and room fees exist with the use of our function rooms. Please inquire at our sales office for specifics. We do not guarantee a specific room for your function; however we do guarantee a banquet room that will accommodate the size group you have booked. All of our banquet rooms are handicap accessible. Maximum time lengths exist with the use of our function facility. Social events will have a maximum length of four hours and wedding receptions may last up to five hours. Any additional time after the maximum event length will require pre-approval, must comply with town laws, and will be subject to additional charges. All events must end no later the 11pm. Some exceptions to this may be granted, however. Please inquire with the sales office.

## **Conduct of Event**

In compliance with applicable laws, regulations, and Galley Hatch Conference Center rules, the client assumes full responsibility for the behavior of their guests. The client also assumes full financial responsibility for any damage done to the property of the Galley Hatch Conference Center and/or Best Western Inn at Hampton.

## **Displays & Decorations**

All displays and/or decorations proposed by guests must be pre-approved by management. No glitter, little sparkles, confetti, or birdseed are allowed. The Galley Hatch Conference Center does not allow the affixing of anything to the walls, floors or ceiling of the rooms with nails, staples or any other substance unless pre-approval is granted. All candles must be set on a base with some kind of glass enclosure. The Galley Hatch Conference Center will not be responsible for any articles left after an event.

Because we care, the Galley Hatch Conference Center maintains a smoke free environment.