

Senator Inn & Spa

284 Western Avenue Augusta, Maine 04330

Telephone (207) 622-5804 - Fax (207) 622-8803 - www.senatorinn.com

Wedding General Information

Room selections

We work with you to provide the most appropriate room for your event. Room selections are determined by the number of expected guests. If the number fluctuates or circumstances dictate, we may reassign a room to better accommodate your guests.

Seating

For dining, guests are seated at oval tables. Other seating accommodations are available for special table arrangements, or particular requirements for head tables. Simply advise your Sales Representative within ten working days of the event for special requests.

Guarantee

We require that attendance be specified a minimum of one week prior to the function date, excluding Saturday and Sunday. If attendance falls below the guaranteed number, the full guarantee will be charged. If attendance exceeds this number, the quoted price per person will be assessed for each additional cover. If no guarantee is received, charges are based upon the maximum number of guests provided in preliminary arrangements.

Pricing

The enclosed pricing is subject to change without notice. Prices are quoted per person, unless otherwise noted.

Service Charge and State Tax

A 20% service charge is applied to all food and beverages purchased. Applicable state sales tax is added to standard taxable purchases.

Children under 10

Children under 10 will receive a \$2.00 discount per meal.

Customized Menus

We would be happy to work with you in advance to tailor a menu to suit your particular needs or tastes. Themed parties or buffets are a specialty, and decorations, music, entertainment and special effects can be arranged to complement your menu and theme.

Billing

Advanced deposits are required to hold dates, and payment in full is expected one week prior to the date of the function.

Overnight Lodging

If overnight guest rooms are required, reservations can be arranged through your Sales Representative. The Inn features standard, deluxe and luxury accommodations. We will be happy to provide reservation request cards and brochures for you to include in mailings to guests attending functions held with us.

Decorations

For fresh flowers, ice carvings or customized gourmet centerpieces, arrangements can be made through your Sales Representative. Also available to enhance your event are custom menus for each table and place cards for the head table, if desired for an additional fee.

Music and Entertainment

Arrangements may be made with your Sales Representative for a variety of forms of entertainment. DMX music programming is available in the State & Embassy Rooms at no additional charge.

Audiovisual

A variety of audiovisual aids and equipment are available. We would be happy to provide specific information and rental fees, as applicable.

Floor plans

Floor plans for all events may be provided upon request.

Wines

Please see your representative for our complete selection of fine wines by the bottle & glass.

Private Bar & Fees

Priced per drink. Please note beverage prices subject to change without notice. We make every effort to honor quoted prices except when our cost increases intervene. Private bars require a minimum of 30 guests. For smaller groups we are pleased to make arrangements for beverage servers to take and promptly fill beverage orders at no additional charge to the group.

- There is no Bartending & Set-up Fee for private bars generating over \$250 in sales, as long as they do not exceed 4 hours. After 4 hours, a \$35/hr fee will be applied. Private bars may not exceed 6 hours.

- A \$45 Bartending & Set-up Fee will be applied if the private bar runs for 2 hours or less and if it generates less than \$250 in sales.

- A \$65 Bartending & Set-up Fee will apply for private bars that run for 2 to 4 hours and generate less than \$250.

The Senator Inn & Spa and its representatives reserve the right to terminate any private bar or function at any time. In this event, no special dispensation for bar fees will be made.

Important Note

State law prohibits our guests from either bringing liquor into our function rooms, or from carrying alcoholic beverages from a banquet to a guest room or corridor. Since cooperation of all attendees is required, we suggest that the host discreetly addresses this issue prior to a function.

