

# **THE VILLAGE GREEN RESORT CATERING & EVENT POLICIES**

## **PAYMENT & DEPOSIT POLICY**

Thank you for choosing the Village Green Resort for your special event. To guarantee your reservation we require a signed contract, as well as a non-refundable **advance deposit in the amount equal to 25%** of the estimated total cost of your event. Until your deposit is received, all space reservations are considered tentative, and are subject to release.

A second deposit of **25%** will be due 60 days prior to your event.

Your **Estimated Total** payment for your event, including food & beverage is due one week (7 days) before your event.

## **CANCELLATION & EVENT POLICIES**

Deposits are non-refundable upon receipt.

Cancellations received 10 days prior to the event date will be charged 100% of the estimated food & beverage, based on the minimum estimate agreed upon in the Catering Contract.

Village Green Resort must provide all Food and Beverage. All Catering Menu Prices are subject to change.

All Food & Beverage must be consumed on the premises during the event.

If no guarantee is received, the Village Green Resort will prepare and charge for the minimum number of Guests estimated on the catering contract.

Guaranteed final count is required seven (7) days in advance of the Event.

All banquet checks must be signed by the person in charge or a designated representative at the completion of each Event. Any discrepancies in counts or charges should be identified and resolved at that time.

Final menu selections must be submitted ten (10) working days prior to the Event to ensure the availability of the desired menu items.

Event guests will be admitted to the banquet room and expected to depart at the times stated on the catering contract.

A 20% service charge will be added to all food and beverage service.

If a significant change in the original room set-up is requested on the day of the Event, a labor charge will be added.

### **Village Green Resort**

725 Row River Road, Cottage Grove, OR 97424

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[www.VillageGreenResortAndGardens.com](http://www.VillageGreenResortAndGardens.com) [www.MoonstoneHotels.com](http://www.MoonstoneHotels.com)

