



## Confirmation & Deposit

Parties are confirmed **ONLY** when a written, signed contract is in possession by Crab Shanty with a deposit. Privacy charges (if applicable, see below) are to be paid at time of deposit.

### **Deposit Schedule:**

<b>LUNCH</b>	<b>DINNER</b>
<i>Less than 30 Persons-\$100.00</i>	<i>Less than 30 Persons- \$150.00</i>
<i>30 Persons or more - \$ 200.00</i>	<i>30 Persons or More - \$ 250.00</i>

## Head Counts

**Step #1- 2 Weeks Prior- Head Count DUE**

**Step #2- 48 Hours Prior- GUARANTEED Head Counts DUE**

\* If there is a decrease in count more than 10% between step 1 & 2, client will incur a \$15 per person charge  
\* 48 Hours Prior, Client is committed to payment of GUARANTEED Head Count regardless of actual attendance

\* **December Luncheon events require Entrée counts 48 hours prior to the event or a penalty of 20% will be charged to the final bill.**

## Room Charges

**NO EVENT IS CONSIDERED PRIVATE UNLESS EXPLICITLY NOTED ON THE CONTRACT.**

A privacy charge will be applied in order to guarantee the room private for 30 persons or more.

For Groups less than 30 persons, or should attendance fall below 30 persons, the stated privacy charge will be doubled. See below for privacy charges.

### **LUNCH, 2.5 Hour Duration**

Mon-Thurs, prior to 2:30pm.....\$250.00

Friday through Sun, prior to 2:30 pm....\$500.00

### **DINNER, 3 Hour Duration**

Mon-Thurs, after 3:00 pm.....\$250.00

Fri. through Sun., after 8:00pm.....\$500.00

All events scheduled on Friday through Sunday between 3:00 and 8:00 are subject to Room Charge, please call for details.

A \$250.00 fee will be incurred for each additional hour past the scheduled end time of the event.

## Cancellation Policy

A full refund of the deposit will be made for any cancellations made prior to 14 days of the event

For any cancellation made within 7 to 14 days of event, 50% of the deposit will be returned.

No refund will be made for any cancellation made within 7 days of the event.

\*Privacy Charges are non-refundable on cancellations made less than 30 days prior to the event.

## Decorations & Setup

To ensure safety and ease of service, any table layouts or floor plans must be submitted & approved by a member of Crab Shanty Management 48 hours prior to the event.

\* Any guest wishing to setup prior to the event must be approved and noted on the contract.

*\* All decorations must be approved by a member of Crab Shanty Management.*

*\* Client is responsible for any damage done to facility due to decorations. Decorations may not be hung from any light fixture due to fire hazards, and must be affixed using non-permanent means.*

*\* A \$100.00 fee will be incurred for any changes to or additional setup on the day of the event.*

***\* \* Identical information is located on your contract for your referral \* \****