



Private Events at the Historic Afton House Inn

FINE DINING SINCE 1867

Wheel Room Private Rental

Accommodates up to 130 Guests –

5pm until Midnight

**Minimum food requirement on Friday & Saturday nights \$23.95

Wheel Room Evening Events – If a band or DJ is hired, hotel rooms 44, 45, & 46

Must be rented

Room Charge includes:

Black or white linen table cloths, black linen napkins, skirting for cake, gift and head tables, china, flatware, room set up and clean up

Room Charge: \$600

Bar Set-up \$150 required with 50 or more guests

Food Deposit Required \$15/estimated guest count

Damage Deposit \$300

Pennington Room Rental

Accommodates up to 60 guests –

5pm until Midnight

**Minimum food requirement on Friday & Saturday night \$650

Room Charge \$150.00

Food Deposit Required \$15/estimated guest count

Damage Deposit \$150

All events booked at the Inn will receive a complimentary personal event planner to help with room layout, timeline, décor, food selections, hotel accommodations and more**

Afternoon events need to end by 4pm – Evening events 5pm or after, unless prior arrangements have been made for earlier time.

Evening events need to end by Midnight

Non-refundable deposit due at time

Of booking

This deposit will be deducted from your final bill on the day of your event. Client must provide a valid credit card on file with the sales representative to bill any additional charges that may occur. Any outstanding charges after the event will be put on the credit card on file with a 3% convenience fee. If guarantee group size changes, Afton House Inn reserves the right to change the room layout for the event.

Food & Estimated Liquor

Must be pre-paid 10 days prior to your event date. (Including 7.125% tax & 20% service fee)

Bottled Champagne/Wine will have a 9.625% liquor tax,

Prices are subject to change without notice.

Price increase not to exceed 10% for events booked within a year**

**10 days prior to your event, a guarantee count is required to the Sales & Catering Office by noon.

****** If a guarantee is not given, the Afton House Inn will charge the original number reserved, or the actual number served if more than the original reservation

****** Due to legal liability, leftover food is NOT allowed to be removed from the building. The only exception to this policy will be the wedding cake.

****** Any overpayments on estimates will be refunded by check or credit card within 10 days.

Cancellation: If customer cancels the contract by failing to make the required payments as specified above or for any other reasons, there shall be no refunds of the room fee and customer shall be liable for any unpaid amounts due herein including room/set-up fees, food, liquor and extra charges.

Decorating

All decorating for your event must be coordinated with the Sales & Catering department. To ensure that every detail is handled in an efficient, professional manner, we require that all details should be completed two months prior to your event

Bar Arrangements

We do not have a bar minimum; however, the bar must be available for your guests.

Bar Options

***Cash Bar** – Each guest pays for his or her own beverages ordered at the bar

***Host Bar** – The Host pays for the bar.

******Host all beverages entire event

******Host all beverages or certain beverages for a designated time frame

******Host certain beverages, for example beer & soda only

******Mix and match any of the above

***Host Bar then Cash** – your bar can be hosted for a designated time frame, then cash bar after

***Drink Tokens** – We can provide drink tokens for \$15 or you can provide your own. The token can be good for any beverage ordered or you can choose what you would like the token to be used for; pop, beer, wine, mixed drinks. The token is worth the value of the drink ordered. If your guests do not turn in the token at the bar, then you are not charged for a drink.

Rentals & Services

Dance Floor (12x16)	\$600
Punch Fountain (3gallon)	\$175
Chocolate Fountain	\$175
Specialty Napkins	\$1.25 & up
Specialty Table Cloths	Prices vary
Specialty Overlays	Prices vary
Table Runners	\$4.75 & up
Chair Covers	\$4 & up
Our Staff Set up Décor	\$35/hr/staff member
Delivery Fee (rentals)	\$95
LCD Projector & Screen	\$100

All rentals & services will be subject to a 20%
Service fee