

Wedding and Special Event General Information

To answer your questions and ensure the success of your event we have outlined below our suggestions and policies. We look forward to assisting you in planning your event, and to serving you and your guests.

Food and Beverages

All food and beverages must be purchased from the Matterhorn. No outside food or beverages may be brought in, with the exception of specialty cakes.

Menus must be submitted at least 2 weeks prior to the function date. An approximate head count is required at that time. Bar service arrangements are also due 2 weeks prior to the function.

Guarantees

A guaranteed attendance figure is required 5 days prior to the function date. This figure will be the minimum number of guests for which you will be charged. You may add to that number up to the function date. You will be charged for the guarantee or actual attendance, whichever is greater.

Deposits and Billing

Upon reserving the Matterhorn, a \$1000.00 deposit is required. For Sun-Fri events and groups less than 100, the deposit is \$500.00. **In the event a cancellation is necessary**, 50% of this deposit is refundable if event is canceled in writing more than 6 months prior to the event date. Deposit is non-refundable if event cancels less than 6 months before event date. **A change in the date from the original contract**, after 48 hours, will forfeit 50% of the deposit and require a full deposit for the new date. **50% of the estimated bill for the event is due 30 days prior to the event.** This amount is non-refundable. **The balance is due when the attendance guarantee is given.**

Tax and Service Charge

7% sales tax and 18% service charge will be added to all items purchased. If your event is tax exempt, please furnish a signed tax- exempt certificate prior to the event.

Security

The Matterhorn reserves the right to require security for any event. Security officers will be supplied by the Matterhorn and charged to the client. Attendance guarantee will determine number of officers required for event.

Room Rents

With food and beverage service

East Room – up to 150 guests (110 w/ dance floor)	Saturday	\$ 300.00
	Sunday – Friday	\$ 100.00
Oak Room – up to 100 guests	Saturday	\$ 300.00
	Sunday – Friday	\$ 100.00
West Room – up to 250 guests (225 w/ dance floor)	Saturday	\$ 600.00
	Sunday – Friday	\$ 200.00
East and Oak Rooms – up to 250 guests (225 w/ dance floor)	Saturday	\$ 600.00
	Sunday – Friday	\$ 200.00
West and Oak Rooms – up to 350 guests (310 w/ dance floor)	Saturday	\$ 900.00
	Sunday – Friday	\$ 300.00
East, Oak and West Rooms – up to 500 guests (450 with dance floor)	Saturday	\$1,000.00
	Sunday – Friday	\$ 400.00

Room rentals include all table linens, podium and microphone, dance floor, cake cutting and serving, all china, glassware, and flatware. The use of our mirrors, votives, candles, and hurricane chimneys is also included.

Use of all our available A/V equipment is included in room rental. Hi-speed Internet access is also available.

Ask the Banquet coordinator for a quote for room rents with no food and beverage service.

Saturday room minimums

The Matterhorn requires a minimum inclusive of food, beverage (except for cash bars), room rental and gratuity for use of our banquet facilities. These rates are the **minimum** amount that needs to be spent to have the facility on a Saturday night. If the minimum is not spent, the amount will be taken as service charge.

East and Oak Room	\$4,000.00 for a Saturday*
West Room	\$4,000.00 for a Saturday*
West and Oak Room	\$8,000.00 for a Saturday*

***Off Season Rates:** Negotiable depending on the time, size of the group and other booked events, contact us for more information

Additional Accessories

Risers for head table or stage are available to rent. A riser for a head table for up to 12 guests is \$350.00
For up to 16 guests \$450.00. Chair covers are also available. Prices range from \$4.25 - \$6.00 each.