

MEETING & BANQUET INFORMATION

Please review the following information prior to your event.

PERSONALIZED MEETING SERVICE

Our sales team is dedicated to communicating your every need to our hotel staff. We will contact you in advance to discuss all of your meeting and banquet details, to ensure that your event is a success!

FOOD & BEVERAGE PRICES

A variety of menus are available for your selection and we offer a range of prices to accommodate every budget. Menu prices do not include the 18% Service Charge and applicable State and County taxes. Maryland State & County Taxes on Food and Beverage may be excluded by providing a current copy of your Maryland Tax Exempt Certificate.

MEAL FUNCTION GUARANTEES

When arranging meal functions, a guaranteed attendance is required 10 days in advance from the date of the function. The number provided will be considered a minimum guarantee not subject to reduction. Canceling a food function less than 7 days prior to the event is subject to the total food cost for the function.

DEPOSITS & PAYMENT

A deposit is required for all functions. The deposit is due 30 days prior to the function. The deposit amount due is outlined on your contract. At the conclusion of each function, a bill will be presented for approval and signature. Full Payment is due upon departure, unless prior billing arrangements have been established.

MEETING ROOM RENTAL

Meeting & Banquet Room Rental is charged contingent upon the number of hotel guest rooms reserved. Please refer to your group contract or contact the Sales Department if you have any further questions.

AUDIO VISUAL

The following AV is **COMPLIMENTARY** to Groups with a contracted room block:

Podium & Microphone
Screen
Overhead Projector
Lavalier Microphone
TV/DVD
Flip Chart & Markers

We offer the following for a fee:

Dance Floor (12'x12').....\$50
Risers.....\$50

For groups without a room block, applicable AV rental charges may apply. A complete price list is available from our sales coordinator.

GIFT BAGS

Delivery of gift bags can be arranged in advance through our sales department. There is no charge to present each guest with a gift bag upon check-in. Deliveries to individual guest rooms is available for a fee of \$1.00 per room.

BANQUET SET-UP

We provide, at no charge, tables, chairs, white table linens, navy linen napkins, floral centerpieces, table mirrors, and votives. If additional items are requested, our Catering Manager will be glad to assist you with rental options from various local vendors. Tables are available for table top exhibits – 1 Skirted Table and 2 Chairs, for a fee of \$35 per exhibit. Elaborate exhibits may require the service of outside display companies. References are available.

DECORATIONS

Group Leaders are permitted to add their own decorations for themed events. The hotel reserves the right to approve the decorations and/or any signs which will be displayed.

MEETING AND BANQUET ROOMS

Specific Meeting & Banquet Rooms are not guaranteed, unless noted in advance on your contract. Appropriate space is reserved based on the number of guests anticipated. If your number of participants decreases the hotel reserves the right to relocate your function to a meeting room appropriate for your size group.

LIQUOR

The Dunes Manor Hotel prohibits any liquor to be brought into the Hotel due to the State of Maryland Liquor Commission Laws which require all alcoholic beverages consumed on the premises must be purchased from the establishment (Dunes Manor Hotel). This law requires that all bottles of alcohol on the premises must bear the county & hotel stickers.

Consumption of alcoholic beverages by persons under the age of 21 is prohibited in Maryland. Also, the operation of a vehicle while under the influence of alcohol is unlawful in our state. Compliance with the noted and related laws of Maryland is your responsibility and that of your guests.

We have a full range of alcoholic beverages available for purchase from our Catering & Banquet Department, as well as the Victorian Room Restaurant, Zippy Lewis Lounge, Barefoot Beach Bar, and Milton's Café.

LIABILITY

The Dunes Manor Hotel will not assume nor shall it be liable for damage to or loss of any merchandise or articles left in the hotel or on the hotel premises prior to, during or after a function.

We look forward to hosting your event!