



## Private Event Details & Contract

When you choose Sheridan's it becomes our mission to make it the most special and memorable event for you and your guests. We take pride in providing our guests with service and amenities. The following information on our fees and services pertains to holding an event.

**Facility Rate Information...** Our reservation fee is \$175.00 per hour for your private event. This fee is nonrefundable and is required upon booking to reserve your date. Time is measured only in full hour and will not be prorated. Set up and take down of your decorations will need to be included in your paid rental time. We accept payment in the form of cash, credit cards, (American Express, Discover, MasterCard or Visa) personal or cashier check. If your event is cancelled at any time you forfeit the rental fee. The day of your event we accept the above reference credit cards or cashier check for final payment of incidentals.

A credit card is required to hold any B&B guestroom for your event. Your guest may substitute their credit card for yours up until 30 days before the event. You agree to pay the difference if your guests do not stay for the nights blocked for your event.

**Date of Event:**

**Time of Rental:**

**Email:**

**Anticipated Guest Count:**

**Hours of Operation...** Private events may begin after 11 a.m. and final bar call at 9:30 p.m. The facility is closed Independence Day, Thanksgiving and Christmas Day and therefore not available for rental.

**Dining Room...** Our restaurant seats approximately 85 guests indoors and 60 outdoors (weather permitting). Rental fee will include: dining tables & chairs, silverware, black napkins and water glasses. No tethering, taping or other forms of attachment to our buildings/courtyard are allowed.

**Taste & Toast..** In order to assist you in making your event everything you dream it to be, we have chosen a number of fine catering partners we wish to recommend. We reserve the right to disapprove any caterer not on our list. A Bar Package is required with your Private Event Rental.

- Preferred vendors for catering are as follows: <https://tallguyandagrill.com>, <https://www.shullyscuisine.com/> [www.skylinecatering.com](http://www.skylinecatering.com) and <https://sazs.com>. All others require pre-approval from facility.
- Our bar offers Valentine coffee, Rishi Teas, Coke Products, cocktails, wine and a selection of bottled import, domestic and craft beers. One or two bartender/baristas will be staffed for your event which is included with the bar package of your choice. (See Bar Packages for more details on Tier Levels and selections) Minimum of 25 guests required.

	N/A Beverage Only	Tier 1 Package:	Tier 2 Package:
<b>Two Hours</b>	\$9.95 Per Person	\$16.95 Per Person	\$19.95 Per Person
<b>Three Hours</b>	\$11.95 Per Person	\$18.95 Per Person	\$21.95 Per Person

- Tax and 20% service fee will be added to bar bill.

### *Stylish Dining...*

- Additional table linens or colored napkins are subject to catering company availability through your chosen preferred caterer.
- Flowers are welcomed and can be used in Sheridan's bud vases, tall tapered column or cylinder vases for a small charge of \$1/each.

*Parking...* Sheridan's Bed and Breakfast features a private, **free** parking lot for you and your guests along with ample street parking located next to the building.

*Music and Dancing...* Sheridan's does not have a dance floor at our facility. If you choose to book musicians, you must coordinate this with management prior to signing a contract to guarantee that their power requirements and volume levels are within approved standards. The set up floor plan has limitations.

- Sheridan's uses Pandora for all of our in house and patio music. You may choose any station you would like from their list of options and we will play it through our Bose music system.

### *Sheridan's Bed & Breakfast*

*Rest and Relax...* We feature twelve guestrooms each uniquely styled after wine regions. Ground level, ADA equipped and adjoining rooms are available in addition to our 24/7 Fitness Room. Lovely garden patio adjacent to Courtyard guestrooms. Our beautiful rooms feature top quality amenities and furnishings. Check in 2:00 p.m. and Check out 11 a.m.

- Rates vary by time of year. Currently rooms range from \$132.00 to \$182.00 a night, packages also available.
- Hotel guestroom reservation includes breakfast served from 7:30 to 10 a.m. Any guests not staying in the bed & breakfast may join you for the cost of \$12 per person. Cash bar available.
- **If utilizing the courtyard for your event all five guestrooms must be reserved for that night**
- Hotel rentals are subject to 15.1% room tax.
- Early Check In/Out will require approval by management prior to your stay.
- Check website [www.sheridansbnb.com](http://www.sheridansbnb.com) for all facility details

### *Rules and Regulations...*

- Contract and amenities subject to change
- Fire pit availability is a separate contract and date/time is up to the discretion of management
- We do not offer in house AV equipment. Prior approval is necessary if bringing your own equipment.
- Any courtyard set-up or rental equipment must pre-approved

*Signature:*

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*Manager Signature:*

*Date Signed:*

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*Guest of Honor Name(s):*

*Contact Phone #:*

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