



Meeting Packages

Seminar Menu

Includes a Continental Breakfast, Snack & Lunch Choice
\$28 Per Person

Continental Breakfast

Fresh Cut Fruit
Assorted Yogurts
Warm Muffins & Danish
Coffee, Water & Juice

Snack

Whole Fruit
Cookies Or Brownies

Lunch

Option 1

Deli Board with Assorted Breads
Cold Cuts & Cheeses
2 Sides

Option 2

Club Wrap
Cup of Soup Or Garden Salad

Continental Breakfast

\$13 Per Person

Assorted Muffins & Danish
Fresh Cut Fruit
Assorted Yogurts
Coffee, Water & Juice

Full Breakfast

\$17 Per Person

Assorted Muffins & Danish
Fresh Cut Fruit
Assorted Yogurts
Scrambled Eggs
Sausage & Bacon
Hash browns
Coffee, Water & Juice

Sides

Coleslaw
Potato Salad
Garden Salad
Chips

Upgrade Options

Bagels, Oatmeal, Grits OR Turkey Sausage - \$2.50
Substitute Turkey Sausage - \$2

Private Event Facility Rental Fees

Tent	\$2,200
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Capacities;
Plated – 160
Buffet – 175 (Tables of 10)
Cocktail Style - 250

Chesapeake Room	\$900
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Capacities;
Plated OR Buffet - 80
Cocktail Style – 150

Bay Point Room	\$350
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Capacities;
Plated - 35
Buffet - 30

Cape Henry Room	\$350
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Capacities;
Plated - 24
Buffet - 20

Banquet Policies

DEPOSITS/PAYMENTS

Payment of deposits will confirm your reservation and hold your date. All payments are non-refundable and non-transferable after the date due. Payments will be credited to the cost of your event or retained by us if you cancel your event. Payments not received by the due date may result in cancellation of the reservation with no further obligation from Arcis. We accept personal checks, money orders, cashier's check, MasterCard, VISA, Discover and American Express for payments. Personal checks are only accepted prior to thirty (30) days before the event date.

Deposits are as follows:

Initial Security Deposit

\$250

Final Deposit (10 days prior)

Remaining Balance

CANCELLATIONS

Host may cancel this Agreement only by written notice to General Manager of the facility. The parties agree and understand that in the event of a cancellation, Arcis' actual damages would be difficult to determine. Therefore, the parties agree to the following terms and amounts paid as liquidated damages, but the parties further expressly agree that these amounts shall not diminish or absolve liability for any damages Arcis may sustain as otherwise provided herein, including but not limited to the sections relating to Conduct and Use, Indemnification and Hazardous Materials, and any such amounts shall be in addition to the following:

Cancellation Fees

Less Than 180 days prior to event	25% of the estimated cost of the function (or minimum)
Less Than 90 days prior to event	50% of the estimated cost of the function (or minimum)
Less Than 45 days prior to event	75% of the estimated cost of the function (or minimum)
Within 10 days prior to event	100% of the estimated cost of the function

Any deposit monies received will be credited toward damages due

****Broad Bay** limits the number of private events to which we close our facility to members. Therefore, we respectfully ask that you provide us as much notice as possible if your event details change.

GUARANTEED GUEST COUNT

A final count must be received no later than 10 days prior to the event. If we do not receive a final guarantee, the estimated number of people will be used as the guarantee. The attendance figure you provide by this date will be the guaranteed minimum and cannot be reduced. Charges will be assessed based on the final guarantee. If the number of guests exceeds the final guarantee we will attempt to accommodate the additional guests, however no guarantees are made to the availability of space or products provided. All charges will be based upon guarantee or the actual number of guests, whichever is higher.

Banquet Policies

FOOD & BEVERAGE SERVICE

All food and beverage items must be consumed on the premises during the event. Heath Department regulations do not allow the removal of food or beverage from the property following a function. No food or beverage item may be brought onto the property. We operate in compliance with state liquor laws and reserve the right to deny and discontinue serving alcoholic beverages to any guest. We will not serve alcoholic beverages to anyone under the legal drinking age. All outside vendors must have prior approval.

LIABILITY

The Host is responsible for informing and regulating the Host's attendees as to the Arcis Rules & Regulations ("Rules") and dress code. Additionally, the Host is responsible for ensuring that no prohibited items, either pursuant to the Arcis' Rules or applicable law, are brought onto the premises (ex. flasks). The Host is furthermore responsible for ensuring that the attendees of the function do not disturb the enjoyment of adjacent areas by other guests of Arcis, whether by noise, conduct or otherwise. Additionally, the Host is responsible for the repair and/or replacement of any aspect of the premises which becomes damaged in any way, no matter how insignificant, as a result of the Host, the Host's employees, contractors, agents, guests, customers, licensees, invitees, attendees or other third parties. The Host agrees to leave any meeting and function space used in a clean and neat manner upon conclusion of the event. Arcis' property is used by customers and other guests, and for formal events such as this event. In Arcis' sole discretion; we reserve the right to remove anyone from the Premises who engages in disruptive, violent, profane, intoxicated or abusive behavior. As Host of this event, you agree to assume full responsibility for the conduct of your guests and for any damages, costs or liabilities that result from your guests' conduct. Arcis will not assume the responsibility for decorations, personal property or equipment brought on the premises. Damage to or loss of any merchandise/equipment or articles left at the facility or unattended by the Host's guests are not the responsibility of Arcis.

GRATUITY & TAX

A 20% gratuity and 11.5% sales tax are applied to all items in accordance with state and city laws. The gratuity is non-voluntary and is taxed in accordance with state law.

DECORATIONS

All displays and/or decorations will be subject to the Arcis prior written approval. Items may not be attached to walls, doors, windows or ceiling with tape, nails or staples. You are responsible for the removal of all decorations at the conclusion of the function. Arcis is not responsible for any loss or damage to your property and does not maintain insurance covering it. You and your suppliers may enter the facility no sooner than the Guaranteed Access time stated in the Function Sheet Arcis will not assume the responsibility for any decorations before, during or after the event. Arcis offers additional rental items that may be added to the function, which are not included in the cost of the room. These items include specialty linens, chair covers, ceremony chairs and tents. I have read the above contract and agree to all the terms, prices and conditions set forth above. This booking will remain tentative, subject to cancellation by the Club, until this agreement is signed and deposits are received.