



SENATOR
INN & SPA

Wedding Package

The Staff at the Senator Inn & Spa would like to congratulate you on your recent engagement! We are pleased that you are considering our location for your special day. Our staff has over 50 years of combined wedding experience and looks forward to assisting you with planning the reception of your dreams.

Our ballroom can accommodate gatherings from a small intimate affair, up to a larger reception of 100 guests. We offer a build your own dream wedding or we can create a package based on your individual needs. A sampling of what is included with the ballroom rental:

- 5 Hour Reception
- Bar Set Up and Service
- Dance Floor Set up
- White Linen & White Lace Skirting
- Complimentary Overnight Reservation for the Newly Wedded Couple (75 guest reception minimum)
- Courtesy Room Block for Your Friends and Family
- Referrals of Professional Wedding Vendors, Photographers, D.J. Florist, Chair Covers, etc.
- Professional On-Site Wedding Specialist
- Assistance with Placement of Your Favors, Place Cards, Centerpieces, etc.

The Senator Inn & Spa is also an ideal location for bridal showers, bachelorette and bachelor parties, rehearsal dinners, post-wedding brunches, and spa day getaways.

We look forward to planning your special day with you!

Senator Inn & Spa

284 Western Avenue, Augusta, ME 04330

Phone: (207) 622-8800 ~ Fax: (207) 622-8801

bbolduc@senatorinn.com | www.senatorinn.com

Event Policies

BAR SERVICES/POLICIES:

The ballroom rental includes 5 hours of bar service.

A fully stocked bar is available with house, call, and premium liquors, house wine, domestic and craft beers. Bar options available to fit every budget. Bar Service Options Include Host, Partial Host and Cash.

LIQUOR POLICY:

The Senator Inn reserves the right to refuse alcohol to any party in accordance with Maine State Law. Our policy does not allow for more than five hours total of bar service per event. No outside alcoholic beverages may be brought into the banquet facility, as per Maine State liquor licensing. This includes favors and bottles for décor.

ADDITIONAL INFORMATION:

There will be a room charge of **\$3,500.00** for up to 5 hours, to include the above-mentioned amenities. Receptions that exceed five hours will be subject to a \$250.00 per hour fee for the additional time, however bar service may not exceed 5 hours for any event. All food and beverage will be provided by the hotel and may not be brought in from an outside source. We traditionally make 5% more food than the guarantee. The remaining/leftover food is property of the Senator Inn & Spa and may not be taken off premises. Additional fees will apply for extensive and detailed decorating, chair cover placement and construction of centerpieces. Please note we do not have storage for cakes or perishable items such as flowers. Your vendors will need to deliver the day of the event.

All Food and Beverage is subject to current Maine State Sales Tax and 20% Service Charge.

Guest Signature

Date

Senator Inn & Spa Representative

Date

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ADDITIONAL INFORMATION:

Events that exceed the agreed upon rental time will be subject to a \$250.00 per hour fee for the additional time, however bar service may not exceed 5 hours for any event. All food and beverage will be provided by the hotel and may not be brought in from an outside source. We traditionally make 5% more food than the guarantee. The remaining/leftover food is property of the Senator Inn & Spa and may not be taken off premises. Additional fees will apply for extensive and detailed decorating, chair cover placement and construction of centerpieces. Please note we do not have storage for cakes or perishable items such as flowers. Your vendors will need to deliver the day of the event.

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Guest Signature _____ Date _____

Senator Inn & Spa Representative _____ Date _____

Senator Inn & Spa

Terms & Conditions

- Food & Beverage pricing is Subject to change without notice.
- The number of guests stated on this agreement is subject to adjustment by the guest up to 96 hours prior to the date of the function, business hours only. Weddings one business week prior for guarantee & final payment.
- Room rental fees are considered your event deposit and are non-refundable. Cancellations received less than two weeks prior to the event date result in full meal charges being due and payable.
- No event will be permitted to run over the time designated without prior approval and additional charges.
- Guest must obtain prior approval for all activities which are planned for the function and the premises shall be used only for those approved activities. Guest agrees to assist The Senator Inn in prohibiting any violation of this provision, if deemed necessary.
- No food or beverage items, other than those provided by the Senator Inn & Spa, may be brought onto the premises.
- Guest shall indemnify and hold harmless The Senator Inn & Spa for any and all loss, damage, expense, responsibility or liability for all loss of injury of any kind or nature (including death), to all persons or property, or for claims therefore, whether or not The Senator Inn & Spa has suffered actual loss resulting from, pertaining to, or arising from the function.
- The individual executing this agreement must be over the age of 18. Where the Guest is a corporation or unincorporated association, partnership or other legal entity, this agreement shall be binding on such legal entity. The individual executing this agreement expressly represents that he or she is authorized to execute said agreement on behalf of the said organization.

Terms & Conditions Continued

- Scotch tape, duct tape, pins or tacks may not be used on equipment, walls or ceiling. Electrical equipment or extension cords may not be used without prior approval by the Event Coordinator. Masking tape, painters' tape and command strips are acceptable
- If alcoholic beverages are being served, all consumers must be over 21 years of age and a state picture ID is required.
- All alcoholic beverages served must be provided by The Senator Inn & Spa. Please note that the alcoholic beverage sales and services are regulated by the Maine Bureau of Alcoholic Beverages. The Senator Inn & Spa, as a licensee is responsible for administration of these regulations.
- We reserve the right to refuse service for any reason and to shut down alcoholic beverage service if the laws are not being followed.
- The room divider walls are of substantial quality and will provide privacy for your function. Due to the amplification capabilities of some musical group's electrical equipment it occasionally becomes necessary to require certain volume limitations. The management reserves the right to make any decision regarding volume. Entertainment must conclude by 11pm due to hotel guests nearby.
- This contract is void if it cannot be performed because of government regulations, accidents, labor disputes or any uncontrollable circumstances. If the food or service specified cannot be furnished for any of the reasons mentioned, other food and services may be substituted at prices ordinarily charged for them, but not to exceed the agreed upon price.
- The Senator Inn & Spa reserves the right to make changes in room assignments.

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Guest Signature _____ Date _____

Senator Inn & Spa Representative _____ Date _____