



**HUNTER'S INN**  
**10123 River Road**  
**Potomac, Md. 20854**  
**(301) 299-9300, FAX (301) 983-3826**  
**E-Mail huntersinn@comcast.net**  
**Web Address www.thehuntersinn.com**

***Hunter's Inn* Banquet Function Letter of Agreement**

<b>INDIVIDUAL or COMPANY:</b>	
<b>CONTACT NAME:</b>	
<b>ADDRESS:</b>	
<b>DAYTIME PHONE:</b>	
<b>EVENING PHONE:</b>	
<b>FAX:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>FUNCTION TYPE:</b>	
<b>DAY/DATE:</b>	
<b>TIME:</b>	
<b>NUMBER ATTENDING:</b>	
<b>DINING ROOM:</b>	

**Would you like to be on our mailing list? Yes \_\_\_\_\_ No \_\_\_\_\_**

Thank you for selecting *Hunter's Inn* to provide you with a great dining experience for your banquet needs. We ask that you please read the following agreement, and return it along with the appropriate deposit in order to finalize your reservations.

**MIMIMUM CHARGE:**

For Private Functions: A minimum amount is requested in order to reserve and use the Polo Room. This is an amount including your meal and beverages. If for some reason you bill is less then the amount below, the difference will be charge plus Maryland sales tax and gratuity of 20%.

- Weekdays Lunch - \$200.00 Dinner \$300
- Weekends Lunch - \$300.00 Dinner \$500
- Friday Nights - \$1500 Minimum plus tax and gratuity!
- ❖ **Friday Night functions should begin either by 5:30 PM or start after 7:30 PM**

**DEPOSIT REQUIREMENTS:**

Hunter’s Inn requires a deposit along with a signed copy of this agreement in order to finalize and hold reservations for our private rooms. This deposit is applicable toward the final bill, and can be made by Credit Card, check or cash. This deposit will be NON-REFUNDABLE if you cancel less than **30** days prior to the event date. Please note that a final guarantee of the number of guests attending is due no later than twenty-four (24) hours prior to the event. If a final guarantee is not received by this time, *Hunter’s Inn* will use the expected number of attendees as the guarantee and charges will be made accordingly.

- A credit card or check is required of Lunch - \$100.00 Dinner \$150.00
- Weekends Lunch - \$150.00 Dinner \$250.00
- For large events – 25% of the proposal
- Proms and Homecomings \$10 per person Non-Refundable**

Deposit Payment: Credit Card on file

- Credit Card #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Expiration Date** \_\_\_\_/\_\_\_\_
- Check # \_\_\_\_\_
- Cash \_\_\_\_\_ Deposit Received by: \_\_\_\_\_

**DECORATIONS:**

Hunter’s Inn does not provide decorations for banquet functions. Our décor is of the highest standard, and is appropriate for functions of all types. You may provide decorations (i.e. centerpieces, candles, balloons, etc.) for your event, provided that they are not hung in such a manner as to damage the walls, and that they are removed at the conclusion of the event. Any damage that may be caused by decorations will result in additional charges for any and all necessary repairs.

**BILLING REQUIREMENTS:**

For all groups using the Margo or Polo Room, all items will be billed on a single check, which will include a 20% gratuity for all food and beverage items, as well as all applicable state and local sales taxes.

**PRESET MENU:**

**Hunter’s Inn requires that all parties of 20 people or more decide on a pre-set menu for their party, with final menu decisions determined at least seven days prior to the event so that we may acquire all the necessary supplies to meet your parties’ needs.**

Read and Approved:

\_\_\_\_\_  
Name/Date

\_\_\_\_\_  
Managers Signature/Date