



## Event Fees and Settlement Policy

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A deposit of 25%, based on the approved fee schedule, and a signed agreement is required to confirm reservations for all event areas.

Deposits are refundable up to 120 days prior to the scheduled event. No refunds will be given for cancellations made within 120 days of the event.

A pre-payment of 50% of the total amount of expected catering charges is due 30 days prior to the scheduled event.

All deposits will be applied to the final balance of the master account.

Payment in full is due the day of the event unless other settlement arrangements are noted on the event agreement.