



164 Shepherd Grade Road

Shepherdstown, WV 25443

www.bavarianinnwv.com

Wedding Information

Availability	<i>Private banquet facilities are available for wedding receptions in four-hour blocks of time. Afternoon weddings must vacate the room by 4pm.</i>
Seating Capacity and Room Assignment	<i>The maximum seating capacity is 150 persons if a dance floor and/or area for musicians is necessary; the maximum seating capacity is 175 if neither is necessary.</i>
Advance Deposit and Final Payment	<p><i>To secure the space on a definite basis, an advance deposit of \$500.00 is required.</i></p> <p><i>In addition, (1) deposit of 50% of total estimated function cost shall be due (60) days prior to the function and the balance due (30) days prior to the function. Both are payable by cash, check, or credit card. Deposits are based on all known fixed costs related to the event.</i></p> <p><i>Any remaining costs, such as bar charges or additions to the menu must be settled at the conclusion of the function or at check out.</i></p>
Cancellation	<i>If the cancellation occurs after this banquet agreement has been signed, a cancellation notice of 60 days is necessary for a full refund of the deposit(s). Canceling the signed agreement in less than 60 days will result in a forfeiture of the deposit.</i>
Menu and Guarantee	<p><i>Menu selections must be provided 60 days prior to the function.</i></p> <p><i>One dinner item may be selected. Dessert may be eliminated if a wedding cake will be served. Hors d'Oeuvres may be selected during a period of gathering prior to being seated for the meal.</i></p> <p><i>The final attendance and meal count (in the event two dinner items are selected) must be received ten business days prior to the commencement of your function. These numbers will be considered guarantees, not subject to reduction, and charges will be made accordingly. In the event we do not hear from you regarding the guaranteed number of guests ten business days prior, we will use estimated number of guests as stated on this banquet agreement. The Bavarian Inn is not responsible for service over the group guarantee.</i></p>
Alcoholic Beverages	<i>We want to remain sensitive to your needs regarding service of alcoholic beverages and will work with you to make appropriate arrangements. You may select an open or cash bar, premium or house brands, full or limited availability; we can also coordinate a special champagne toast (included in your package along with 2 hours of open bar). No food and beverage of any kind may be brought into the Bavarian Inn by you or any of your guests or invitees with the exception of your wedding cake.</i>

Outside Vendors	Arrangements for outside vendors (flowers, music, cake, photography, limousine transportation, special décor, etc.) are NOT provided by the Bavarian Inn; however, it would be our pleasure to provide recommendations. In the event you select items which the Bavarian Inn must make special arrangements for on your behalf, you will be liable for an increase in any costs related to such items which occur after the signing of an agreement.
Honeymoon Suite and Guest Rooms	<p>The Bavarian Inn is pleased to extend two suites for a perfect finish to the wedding festivities. Each boasts a king size bed, double gas fireplace, flat screen television, refrigerator, sitting area, Jacuzzi bath and a magnificent panoramic view of the Potomac River. The room rates are \$295 for a Saturday evening from December through August and \$325 for a Saturday evening from September through November.</p> <p>Most of our brides take advantage of our Mansion A room as a place to sleep the night before the wedding and then as a place to get ready in prior to the ceremony. This is one of two rooms in our main building. This site puts the bride in the prime location to approach the ceremony at the gazebo.</p> <p>We would be pleased to extend our hospitality to visiting guests. Rooms are available at the rates quoted on our rate schedule.</p>
Gratuity and Tax	Gratuity and Tax are included in the Wedding Packages. Any items added to the Wedding Packages are subject to 6% Sales Tax and 18% Gratuity as applicable.
Ceremony Locations	Most of the wedding ceremonies held at our establishment take place in our gazebo. As a precaution, we do reserve indoor locations as well in case of bad weather. For an outdoor wedding chair rental is needed. We prefer to use Ted's Rent-It Center for these as well as for dance floors, aisle runners, etc.
Reception Options	We have several different options for the location of the reception. We have a newly added patio off of our Hunt Room, which provides a beautiful setting for a special occasion such as this. With the patio comes the Hunt Room, which provides an intimate atmosphere and a bar. We also have the Terrace Room in our Schwarzwald Building. Plated dinners are not available in the Terrace Room, but we are able to offer buffets or dinner stations. This room also has an outdoor patio. The Potomac Room is also available, which is one of our main dining rooms, along with the Hunt Room. Room selection largely depends upon the number of guests attending the event. Rental prices for these locations ranges from \$100 to \$400.
Other Fees and Policies	There is a \$1.50 cake-cutting fee per person for wedding cakes. Each bar set up has a \$75 fee. We do not allow open flame or, the use of confetti. Special functions have approximately one server per 20 guests.
Special Note	<p>The Rathskeller, located on the lower level in the Bavarian Inn mansion, has limited space intended for individual, not group, use. We request that wedding guests refrain from congregating in the Rathskeller before or after your function unless a specific reservation has been made.</p> <p>The Bavarian Inn is NOT responsible for any items brought on to the property for any event.</p>