



BANQUET PACKAGE INFORMATION

EASY & DELICIOUS BANQUETS BOOKED EASY AS 1-2-3!

Our Banquet Room can accommodate 70-80 guests, depending on room setup & function

For smaller groups, we reserve the right to allow multiple groups in our banquet room.

No event is considered private unless explicitly noted on your contract

(If you are interested in a private event, please call for availability and applicable charges)

GUEST COUNTS

Determine your expected number of guests

Accurate guest counts are crucial to the success of your event.

A number of guests is needed to complete your contract.

Step #1: 2 weeks prior to your event, head count due

Step #2: 48 hours prior to your event, GUARANTEED head counts due

If there is a decrease in count by more than 10% between step 1 & 2, client will incur a \$15 per person charge

48 hours prior, client is committed to a minimum payment of GUARANTEED head count.

December Events require entree counts 48 hours prior to the event or a charge of 20% will be added to the final bill

SELECTING YOUR MENU

Make your menu selections for a Starter, 3 Entree choices from one category; and a Dessert selection.

Starter & Dessert course will be served to your entire group.

A \$1.00 per person service charge will be applied for outside cakes, if in addition to your banquet dessert choice

Personalized menus will be placed on each setting. Guests may choose their entrees upon arrival.

NOTE: Due to our high volume during the holiday season, **December Lunch Banquets require specific ENTREE counts at least 48 hours prior to the event.** For example: 15 Crab Cakes, 12 Chicken Piccata, etc.

CONFIRMATION & DEPOSIT

Parties are confirmed ONLY when a written, signed contract is in possession by Crab Shanty along with your deposit.

Privacy charges, (if applicable), are to be paid at time of deposit

Deposits may be paid by credit card (in person or over the phone), check or cash.

Your final bill will be credited the deposit amount on the date of your event.

DEPOSIT SCHEDULE

Lunch Banquets (2 Hour Duration):

Less than 30 people: \$100

30 People or More: \$200

Dinner Banquets (2.5 Hour duration)

Less than 30 people: \$150

30 people or more: \$250

(Please note: there is a \$100 charge per hour for banquets exceeding the allotted time.)

FINALIZE & BOOK YOUR EVENT

To finalize your event, please call or stop by with the following information:

- * Requested Date & Time
- * Number of Guests Attending
- * Your Menu Choices: Starter, 3 Entrees from one category, & Dessert
- * Deposit ready for processing

All information may be conveniently booked over the phone with one of our banquet managers.

Final contracts can be e-mailed, faxed, or mailed to you.

Review your contract, sign & send it back to us...Done!

And you're ready for a delicious banquet that your guests will rave about for a long time... We hear it all the time!

CANCELLATION POLICY

A full refund will be made for any cancellation made prior to 14 days of the event.

For any cancellation made within 7 to 14 days of the event, 50% of the deposit will be returned.

No refund will be made for any cancellation made within 7 days of the event.

Any privacy charges are completely non-refundable on cancellations made less than 30 days prior to the event.



FAQ's:

WHAT OPTIONS DO I HAVE TO OFFER COCKTAILS, WINE OR BEER TO MY GUESTS?

Any alcohol service is priced based on consumption.
Any alcohol consumption charges will be included on your final bill and have 6% tax & 20% gratuity added
There are a few options you may choose for your event:

Banquet Bar:

Guests may order cocktails, beer or wine of their choice,
and items consumed will be listed on your bill at our regular menu pricing.

Tally Bar:

All cocktails, beer or wine may be on a separate check for accounting purposes,
or if other members of your group are interested in sharing this cost.

Cash Bar:

Guests will be accountable for payment of any bar items consumed. We will provide service for
these cocktails, leaving your guests to enjoy your banquet without disruption.
Guests will be asked to pay for any bar items upon delivery.

Limited Bar:

Domestic Beer, & house wine will be offered to your guests and will be charged based on consumption.
This charge will be included on your final bill

HOW DO I ACCOUNT FOR CHILDREN IN MY GROUP?

Children should be listed separately in your reported head counts.

For example: 40 Banquet Meals & 5 Children.

Children 12 & under may order from our children's menu, and simply pay a la carte for their items.

Note: Children will not receive any of the other banquet elements, i.e. soups, desserts.

Any child ordering from our banquet package should be counted as an adult and
will pay the full banquet price listed in your contract.

WHAT IF I WANT THE BANQUET ROOM ALL TO MYSELF?

Our banquet room can accommodate 70-80 guests. We often book multiple groups at a time. If you would like the
banquet room private for your event, a privacy charge would be applied. This privacy charge is incurred when you
request that the room be closed off to any other groups or possible business at that time.

Privacy charges are non-refundable once a contract is completed.

(Excludes December Events, call for details)

Privacy Fees & Times are as follows:

Lunch, 2.5 hour duration

Sun-Thurs prior to 2:30pm...\$150

Friday & Saturday, prior to 2:30 pm...\$250

Dinner, 3 hour duration

Sun-Thurs after 3pm...\$250

Fri & Saturday after 8pm...\$500

Traditionally we do not book events during our prime dinner time, (Friday & Saturday 3pm-8pm),

If you are interested in a private event during this time, please call for times & prices

MAY I COME EARLY & DECORATE?

If the banquet room is **not** available prior to your event, minor decorations may be setup at your contracted banquet time. Some appropriate
items may be small flower centerpieces, **weighted** balloons, small favors, or a small memory / gift table. Decorations are the responsibility
of the event coordinator and must be approved by management and noted on your contract prior to your event. Decorations may not be
hung in by any means, and clients are responsible for any damages done to the facility due to decorations.

CAN YOU "PENCIL ME IN" ?

We receive many inquiry calls from all sorts of groups and families in regards to our Lunch & Dinner Banquets. In order
to ensure banquet availability to all guests, we can only confirm your party upon completion of your contract.

We do understand that our guests need to be sure dates are available for their event. All banquets are booked
on a first-come-first-serve basis and can be booked quickly & easily

Give us a call so we can book your event with as least stress as possible on you!

(But you can take all the credit, we don't mind!)

If there is anything further we can do to assist you in booking your banquet, do not hesitate to call!

410.465.9660