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## **Wedding Package Inclusions**

The following items are included in all Wedding Packages:

- Banquet room
- Traditional Set-up and use of tables and chairs; added set-up may accrue additional costs.
- Dance floor
- One bartender
- House linen, china, flatware, and table glassware
- Beautifully landscaped outdoor Terrace connected to our Event Hall & front lawn connected to Foster's Hall
- Professional on-site Wedding Coordinator
- Elegant Ivory Chair Covers for the Event Hall only. Foster's Hall has beautiful mahogany stained chairs.

## **Wedding Package Enhancements**

(Please inquire as to additional fees.)

- Tent for Terrace to provide sun protection and assurance against weather changes
- Champagne toast for guests
- Intermezzo course with meal
- Specialty linen service
- Elegant Ivory Chair Covers, with matching Organza Bow
- Ice carvings
- Bridal spa packages
- Wedding cake service (Wedding Cake cutting is an additional \$50 charge.)

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### **On Planning and Paying for Your Event...**

- **Initial Deposit:** An initial deposit, in the amount of the total room fee is required at the time of securing the arrangements.
- **Second Payment:** 50% of the estimated balance is due three months prior to the date of the event.
- **Final Payment:** Due one week prior to the event date.
- All payments and deposits are non-refundable, and therefore, serve to create our cancellation policy.
- Final guest count guarantees for your function are due 12 days prior to the event and cannot be reduced thereafter. If notification of final attendance is not received by this deadline, you will be charged for the highest number of people on the original banquet order sheet.
- Final Guaranteed guest count is the number that you will be billed for, unless, of course, you have more guests attend.
- All food and beverage costs are subject to 8% NH Rooms and Meals Tax and 18% gratuity.
- In order to avoid a fee, event cancellation must be made 72 hours prior to the scheduled event.
- All deposits made prior to an event are non-refundable.



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### **On Planning the Menu for Your Event...**

- All food and beverage is provided by the Common Man Inn. Outside items are not permitted, with the exception of a cake.
- All menu selections and final counts need to be made at least 12 days prior to your event.
- All buffets require 30 guests or more. Groups under this amount will be charged an additional \$3.00 per person.
- The New Hampshire Liquor Commission requires that the Common Man Inn supply all alcoholic beverages consumed at your event. Additional information on policies regarding the consumption of alcoholic beverages can be found in the Event Contract.

### **Other Information...**

- The Common Man Inn is a smoke-free environment.
- Our standard linen is complimentary. Specialty linen is available in a variety of colors for an additional fee.
- Elegant Ivory Chair Covers with a matching Organza Bow are available at a cost of \$2.50 per chair.
- A listing of recommended photographers, florists, bakers, etc. is included in this packet as a guideline. Please feel free to select anyone you wish. It will be necessary to inform us of your choices prior to the date of your event.
- Please contact the Spa to create a package for your group.

### **Additional Wedding Information...**

- The bride and groom are welcome to bring their own cake knife, toasting goblets, favors and other remembrance items.
- There is a \$50 cake-cutting fee.
- Decorations and centerpieces brought into the Common Man Inn must be pre-approved so that we may stay in compliance with our local fire department regulations.
- **The Common Man Inn does not allow the throwing of confetti, rice, birdseed or sequins in the function rooms, Inn, or on the hotel grounds. Blowing of bubbles is not allowed in the function room if there is a dance floor in use.**
- The Common Main Inn will not be held responsible for any cards, gifts, centerpieces or favors left behind after an event.

