



Banquet Information

BANQUET INFORMATION

- Minimum guests to reserve a banquet are 15 for Lunch and 20 for Dinner
- Buffet and Breakfast Package pricing is available upon request
- All packages include soda, iced teas, hot tea and coffee/decaf
- Lunch and dinner packages include a garden salad or a cup of clam chowder
- Dinner packages include warm bread and butter
- Lunch starts at 11:00am and Dinner starts at 5:00pm
- There are no Room Charges, but minimums must be met
- All Banquets are 'tentative' until 5 days prior to the event, when guest counts are received
- If Banquet Host can't be reached or doesn't respond, event will be canceled 3 days prior
- Guaranteed guest count must be received 5 days prior to event
- Guaranteed guest count will determine the minimum charge per guest on the day of event
- Kids under 12 years of age may order from the Kids Menu
- Special dietary requests can be accommodated, just let the Manager know in advance
- Set and breakdown, and white table linens are provided at no charge
- Banquet room events are limited to three (3) hours, additional time can be purchased
- Set up may begin thirty minutes prior, and removal must occur when event ends
- Dessert service charge of \$1.50 per person if you choose to bring in your own dessert
- Nothing may be attached to the walls, floors or ceiling
- Open flame candles or decorations are not allowed (exception is celebration cakes)
- Sales tax will be added to all food, bar and other charges as required by law
- Gratuities are voluntary and paid directly to the staff
- Final banquet payment must be made by cash or approved credit card at end of event
- All prices are subject to State and local sales tax
- Valet Parking is limited but may prepay up to 12 cars behind the restaurant at \$15/car
- Public parking is available within blocks of Newport Landing, meters are free after 6pm
- Wi Fi is available in the inside banquet rooms, but should be tested prior to the event
- Audio visual equipment must be arranged in advance

COCKTAIL SERVICE

- Hosted Cocktail service available upon request, otherwise cash and carry
- Wine or champagne service included for all bottles purchased from Newport Landing
- Bottles of wine not provided by Newport Landing are \$15 corkage, max 2 bottles

BANQUET ROOMS

	MINIMUM	MAXIMUM
America's Cup Room	12 guests	20 guests
Library Lounge Room	25 guests	50 guests
Lanai Patio (outside/covered/heated)	30 guests	50 guests
Main Dining Room (seasonal)	45 guests	70 guests

I have read and understand the policies and procedures listed above

Type of Event

Date of Event

Room

Client Signature / Printed Name

Date