



# BRISTOL HARBOUR

— LODGE • DINING • GOLF —

## RESERVING YOUR SPECIAL EVENT

For more information or to reserve an event space, please contact us at:  
585.396.2200 x4 | [events@bristolharbour.com](mailto:events@bristolharbour.com)

We look forward to having the opportunity to serve you and will be happy to hold your reservations as “tentative” for up to 10 days to allow you time to make your decision and coordinate other arrangements. Once we receive your deposit, the status of your reservation will be considered “confirmed.” However, if a deposit is not received within 10 days, we will consider your reservation cancelled.

### FACILITY RENTAL

Facility charges will be waived if your total food and beverage spending (excluding fees & tax) meets the minimum required for the space.

EVENT SPACE	MINIMUM SPENDING REQUIRED TO WAIVE RENTAL FEE		FACILITY FEE
	SUNDAY – FRIDAY	SATURDAY	
NAPLES ROOM Occupancy 24	\$500	\$1,000	\$150
BRISTOL ROOM Occupancy 130	\$2,000	\$3,000	30% of variance
SENECA BALLROOM Occupancy 260	\$4,000	\$5,000	30% of variance

\*If applicable, the facility charge will be calculated as 30% of the difference between the minimum spending requirement and the amount actually spent on food and beverage.

Example:

$$\begin{array}{r}
 \$3,500 \text{ required minimum spending (Bristol Room / Sunday-Thursday)} \\
 \text{Less } \$3,000 \text{ actual amount spent on food and beverage} \\
 \hline
 = \quad \$500 \text{ difference} \\
 \times \quad 30\% \\
 \hline
 \$150 \text{ facility rental charge}
 \end{array}$$

Note: Facility rental includes ivory or white linens and napkins.

### MEETING EQUIPMENT

LCD Projector: \$75 / Screen: \$50      Polycom Conference Phone: \$25      Flipchart/Markers: \$20

### DEPOSIT & PAYMENT

50% of the total event cost will be required at the time of booking. Proper payment information must be provided prior to the event. A personal check or a bank cashier check is accepted. Final payment for all charges and unpaid balances is due upon completion of your event.

### CHARGES & TAX

All charges are subject to change. All invoices are subject to applicable New York State sales tax.