

BRISTOL HARBOUR

HOTEL • DINING • GOLF

RESERVING YOUR SPECIAL EVENT

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 canceled.

FACILITY RENTAL

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

PEAK SEASON (MAY 1 - OCTOBER 31):

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

NON-PEAK SEASON (NOVEMBER 1 - APRIL 30):

EVENT SPACE	MINIMUM SPENDING REQUIRED TO WAIVE RENTAL FEE		FACILITY FEE
	SUNDAY - FRIDAY	SATURDAY	
NAPLES ROOM MAX. OCCUPANCY: 24	\$500	\$1,000	WAIVED
BRISTOL ROOM MAX. OCCUPANCY: 130	\$2,000	\$3,000	30% of variance
SENECA BALLROOM MAX. 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:

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

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.

Please note: Business meeting and special event packages are not available for smaller groups. Should your smaller group still wish to enjoy the facility on a self-serve basis, please contact the Restaurant at Bristol Harbour to make your dining reservations, and the hotel to make your overnight accommodation reservations. Please note that the Restaurant is only able to split checks up to four ways.

CONTACT US

Bristol Harbour's Business Meetings & Events Team would be happy to answer any questions you may have about hosting your upcoming event.

**CALL TODAY FOR AN INFORMATIONAL
TOUR OF THE FACILITY!**



(585) 396-2200 x4



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