

Best Western Merry Manor Inn
Governor's Restaurant & Conference Center

Meeting & Banquet Guide

Policies & Procedures

Payment Terms

- A deposit is required for all banquets unless prior arrangements have been made.
- If a cancellation should be necessary a written cancellation notice must be received 30 days prior to the function. It will then be at the management's discretion to refund deposits after that time.
- Final Payment is expected on the day of your function unless direct billing had been arranged. We will be happy to forward a copy of our Direct Billing Form to you upon your request.

Food & Beverage

- All food and beverage items must be provided by Governor's Restaurant unless prior arrangements have been made with and approved by Management.

Contract Conditions

- All bookings will remain tentative and subject to cancellation until a signed contract and/or a deposit has been received.

Banquet Menus, Meal Guarantees, Linen Selection & Equipment Needs

- All menu selections and equipment requirements must be provided to us at least 10 days prior to your function. Equipment rental fees will be provided at that time.
- Linen Selection should be submitted 14 days prior to your function to ensure availability.
- A guaranteed count must be given to us at least 72 hours prior to your function. The guaranteed count will be your minimum charge.

Wedding Disclosure

- All wedding functions must order from the Dinner Menus.

Decorations

- All decorations used in our meeting and banquet rooms must be approved by management, and must be in compliance with fire codes of the City of South Portland.
- Set up times prior to your event must be coordinated with management.
- The use of confetti, rice and some other decorations could result in an additional clean-up fee.

