

*****BILLING GUARANTEE*****

When your event is booked & menu selections are made, we ask for the number of guests who will be attending your event. Because guests lists change, 72 hrs prior to the start of your event, we ask that you contact us at (910)484-6699 & provide us with the exact number of guests who will be attending your event. Your event billing will be based on the guarantee, or the actual number of guests whichever is greater. Reasonable increases to your guarantee will be accepted up to 24hrs. Prior to your event. Your guest count can increase, but not decrease. Every effort will be made to accommodate your increase, however, we may not be able to insure that the same entrée as selected will be available for the entire group. Please be aware if a final guest count is not provided as requested, the last guest count becomes your final guarantee.

For a party of 15 or more, we will require payment to be on one check. This is to ensure a prompt closing to your party as separate checks can take a very long time to close out. Gratuity of 20% and Sales Tax of 8.5% will be added to all checks. All checks must be paid in full before the conclusion of your event.

*****FOOD QUALITY GUARANTEE*****

Hilltop House will require final menu selections at least 7 days prior to the event. We order the freshest seafood & produce available. However we sometimes find that the product delivered does not meet our quality standards, or there is a supplier issue. In these instances we reserve the right to make an appropriate substitution to your menu items. Price & availability of some items may vary. Due to health code regulations we will present food in a buffet service for a maximum of 90 minutes. After 90 min. all food will be removed. No food presented at any buffet will be allowed to be boxed or taken from buffet. No outside food may be brought into the restaurant. The only exception will be cakes for special events. All cakes must be from a licensed bakery. A \$35.00 cutting fee will be added to all cakes brought in. We encourage you to select a wine from our wine list. However, if you cannot find a wine from our list, we will be happy to serve bottles brought into the restaurant for a \$15.00 per bottle CORKING FEE. We do not allow any other alcohol brought into the restaurant. If this occurs additional fees will be charged.

*****ROOM GUARANTEE*****

Guests must agree to meet a minimum number of people to reserve a private room. If this number drops the Hilltop House a room rental fee for the unmet minimum. Rooms are assigned according to the anticipated number of guests. WE RESERVE THE RIGHT TO REASSIGN THE AREA OF THE EVENT. Unless a room rental fee has been paid, there is NO GUARANTEE that you will get a room you have requested. Every effort will be made to accommodate your request but it is NOT GUARANTEED.

*****DEPOSITS/CANCELLATIONS*****

For groups planning to occupy a private dining room, a deposit is required which can be paid with credit card, cash, or check. In the event of a cancellation, this deposit is NON-REFUNDABLE. All cancellations must be addressed to catering coordinator by phone, in person, in writing, or via e-mail.

DEPOSIT:

CREDIT CARD INFORMATION:

By signing, Patron acknowledges & agrees to all policies
SIGN & DATE

Catering Coordinator
SIGN & DATE