



Weddings

2018 PACKAGES



THE
Emerald

BETTER A DIAMOND WITH
A FLAW THAN
A PERFECT PEBBLE.
- PROVERB



■ COCKTAIL HOUR

Wedded Bliss Table

Imported and Domestic Whole Cheeses, Fried Chickpeas, Fresh Vegetable Crudit  with Herb Dip, Century Signature Skillet Cheese, Hummus, Bruschetta, Marinated Mushrooms, Pitted Olives, Crostini and Crackers

Butler Hors d'oeuvres – Chef Selected 4

■ Bar

Century House Traditional 5 Hour Open Bar

House Brand: Vodka (includes Absolut), Gin, Rye, Bourbon, Rum, Scotch, Spiced Rum, Coconut Rum, Tequila, Orange and Raspberry Vodkas

2 House Drafts, Merlot, Cabernet, Pinot Grigio and Chardonnay

In Addition: Amaretto, Irish Cream, Coffee Liqueur, Peach Schnapps, Apple Schnapps, Triple Sec, Sweet and Dry Vermouth

■ Dinner

Wedding Toast in Tall Fluted Glasses

Century Salad

Seasonal greens, with grape tomatoes, shredded carrots, cucumbers and house balsamic dressing

Rolls and Butter

At the Century House we encourage the selection of a duet in lieu of the 2 choice entree. This allows maximum time for celebrating.

Entr e: Select 2 or 1 Duet

Chicken Bruschetta, Pork Au Lait, Century Chicken, Bistro Steak, Black Tie Salmon

Duets

Duet 1: Chicken Parmesan and Eggplant Rollatini

Duet 2: Braised Short Rib with Duck Confit

Duet 3: Century Chicken and Citrus Salmon

Our chef will select accompaniments to enhance your entr e, as well as a vegetarian entr e

■ Wedding Cake

Your choice of design, flavor, filling and frosting from our exclusive and custom **Cake Design Book**.

■ Coffee Station

Regular and Decaffeinated Coffee, Herbal and Traditional Teas

Syrups, Whipped Cream, Chocolate Shavings, Pirouettes, Sweet Sticks, Chocolate Covered Espresso Beans and Endless Enhancements for Your Coffee

Includes full length ivory linen with overlay and napkin in your choice of house colors. Package includes a private bridal party area for the cocktail hour, based on availability.

THE EMERALD

\$77.00 ++



THE
Marquis

SHINE BRIGHT
LIKE A DIAMOND.
- RIHANNA



■ COCKTAIL HOUR

Signature Drink – Select 1

Blushing Bride • First Kissini • I Do • Champagne

Wedded Bliss Table

Imported and Domestic Whole Cheeses, Fried Chickpeas, Fresh Vegetable Crudit  with Herb Dip, Century Signature Skillet Cheese, Hummus, Bruschetta, Marinated Mushrooms, Pitted Olives, Crostini and Crackers, Charcuterie Board

Enhancements – Select 3 or Select 1 Savory Station

Century Chips, Meatballs Marinara, French Onion Meatball Skillet, Sausage and Peppers, Pasta Vodka, Pasta Broccoli Sausage, Rice Cakes, Eggplant Rollatini, Egg Rolls, LoMein, Buffalo Chicken Dip, Chicken Coq au Vin, Baked Brie en Croute, Buffalo Mac and Cheese, Century Cheese “Sticks,” Philly Rolls, Chicken Cordon Bleu, Pasta Bolognese, Greens and Beans, Tempura Vegetables

Savory Stations: Mac and Cheese, Potato Bar, Pulled and Roasted, Fries, Nachos, Pasta, Popcorn Toss

Butlered Hors d’oeuvres – Select 3, Chef will Select 2

Ahi Tuna Chip, Sausage Stuffed Mushrooms, Potato Pancake, Petite Reuben, Charcuter’s Pig in Blanket, Meatballs Your Way (Stuffed, Honey Garlic, Thai, Spaghetti and Meatball), Potato Spoons (Kale and Broccoli, Bacon and Chive, or Cheese and Truffle), Pork Belly with Pear, Deconstructed Beef Lettuce Wrap with Balsamic Reduction, Chicken Bacon Satay, Caprese, Bbq Platter with Biscuits, Croquet Monsieur, Pot Pie, Roasted Fig (Ricotta, Prosciutto and Honey), Spaghetti Pie, Italian and French Stuffed Breads, Mac and Cheese, Shrimp and Grits, Fries, Chicken and Waffles, Petite Burgers and State National Hot Dogs with Gourmet Condiments, Chile Lime Chicken Tacos, Scampi Chip, Deconstructed Cordon Bleu, Shrimp and Fries, Shrimp Shooter, Ceviche Style Scallops, Arancini, Crab Cakes, Beggars Purse with 3 Cheese and Herbs, Grilled Vegetables, Blackberry Beef, PLT, Scallops Wrapped in Bacon, Tomato Shooters with Grilled Cheese, Sesame Chicken

Package includes a private bridal party area for the cocktail hour, based on availability.

■ BAR

Century House Traditional 5 Hour Open Bar

House Brand: Vodka, Gin, Rye, Bourbon, Rum, Scotch, Spiced Rum, Coconut Rum, Tequila, Orange and Raspberry Vodkas

2 House Drafts, Merlot, Cabernet, Pinot Grigio and Chardonnay

Also Available: Amaretto, Irish Cream, Coffee Liqueur, Peach Schnapps, Apple Schnapps, Triple Sec, Sweet and Dry Vermouth

THE MARQUIS

\$98.00 ++



■ DINNER

Wedding Toast in Tall Fluted Glasses

Salad: Select One

Caesar Salad: Romaine lettuce hand-tossed with house-made croutons, parmesan cheese and creamy caesar dressing

The Wedge: Iceberg lettuce, shaved onions, cucumbers and tomato bruschetta with crumbled bacon and bleu cheese complimented with herb cream dressing

Century Salad: Seasonal greens, with grape tomatoes, shredded carrots, cucumbers and house balsamic dressing

Rolls and Butter | Wine Service

*At the Century House we encourage the selection of a **duet** in lieu of the 2 choice entree. This allows maximum time for celebrating.*

Select 2 Entrees or 1 Duet

Chicken Bruschetta, Pork Au Lait, Sliced Tenderloin, Bistro Steak, Black Tie Salmon, Century Chicken, Prime Rib

Duets

Duet 1: Century Chicken with Grilled Scampi Shrimp

Duet 2: Pork Roulade: and Chicken Roulade

Duet 3: Chicken Parmesan and Eggplant Rollatini

Duet 4: Braised Short Rib with Duck Confit Duet 5: Century Chicken and Citrus Salmon

Our chef will select accompaniments to enhance your entrée, as well as a vegetarian entrée.

■ WEDDING CAKE

Your choice of design, flavor, filling, and frosting from our exclusive and custom **Cake Design Book**.

■ COFFEE STATION

Regular and Decaffeinated Coffee, Herbal and Traditional Teas
Espresso, Lattes and Trio of Cordials
Syrups, Whipped Cream, Chocolate Shavings, Pirouettes, Sweet Sticks,
Chocolate Covered Espresso Beans and Endless Enhancements for Your Coffee

■ FAREWELL STATIONS

Select 2: Please see our **Culinary Stations**. Sweet or Savory or one of each and send your guests off in style!

Includes full length ivory linen with overlay and napkin in your choice of house colors.
Ask your sales manager about special offers for shower and rehearsal dinners at The Century House.

THE MARQUIS

\$98.00 ++



THE *Radiant*

A TRUE DIAMOND NEVER OVER SHADOWS...
IT'S THE BRILLIANCE OF THE SUBTLE SHINE
THAT'S MOST ATTRACTIVE.

- DENA TYSON



■ COCKTAIL HOUR

Signature Drink – Select 1:

Blushing Bride • First Kisstini • I Do • Champagne

Wedded Bliss Table

Imported and Domestic Whole Cheeses, Fried Chickpeas, Fresh Vegetable Crudité with Herb Dip, Century Signature Skillet Cheese, Hummus, Bruschetta, Marinated Mushrooms, Pitted Olives, Breadsticks, Crostini and Crackers, Charcuterie Board

Enhancements – Select 2, the Chef will Select 1

Century Chips, Meatballs Marinara, French Onion Meatball Skillet, Sausage and Peppers, Calamari, Pasta Broccoli Sausage, Rice Cakes, Pasta Vodka, Egg Rolls, LoMein, Buffalo Chicken Dip, Chicken Coq au Vin, Baked Brie en Croute, Buffalo Mac and Cheese, Century Cheese “sticks,” Philly Rolls, Chicken Cordon Bleu, Mussels Provençale, Mussels Orleans, Chicken Meatballs, Pasta Bolognese, Mussels Marinara, Greens and Beans, Tempura Vegetables, Chicken Wings: Buffalo, Peanut Butter and Jelly, Parmesan Garlic or Honey Sriracha

Butlered Hors d’oeuvres – Select 4, the Chef will Select 2

Ahi Tuna on a Kettle Chip with Sriracha Aioli, Sausage Stuffed Mushrooms, Potato Pancakes, Petite Reuben, Charcuter’s Pig in Blanket, Crab Cakes, Meatballs Your Way (Stuffed, Honey Garlic,

Thai, Spaghetti and Meatballs), Potato Spoons (Kale, Broccoli, Bacon and Chive or Cheese and Truffle), Pork Belly with Pear, Deconstructed Beef Lettuce Wrap with Balsamic Reduction, Chicken Bacon Satay, Caprese, Bbq Platter with Biscuits, French Onion Soup Pour, Croquet Monsieur, Pot Pie, Roasted Fig (Ricotta, Prosciutto and Honey), Spaghetti Pie, Italian and French Stuffed Breads, Mac and Cheese, Shrimp and Grits, Fries with Truffle and Parmesan, Chicken and Waffles, Petite Burgers and State National Hot Dogs with Gourmet Condiments, Chili Lime Chicken Tacos, Scampi Chip, Deconstructed Cordon Bleu, Shrimp and Fries, Shrimp Shooter, Ceviche Style Scallops, Arancini, Beggars Purse with 3 Cheese and Herbs, Grilled Vegetables, Blackberry Beef, PLT, Lamb Chops, Lobster Rolls, Two-day Marinade Petite Chicken Legs, Bacon Wrapped Chicken Legs, Tequila Jumbo Shrimp, Lobster Mac and Cheese, Sushi, Smoked Duck l’orange Pippette, Parmesan Cookies, Scallops Wrapped in Bacon, Tomato Soup and Grilled Cheese Shooters, Sesame Chicken

Savory Food Stations – Select 2:

Please see our **Culinary Stations**

Package includes a private bridal party area for the cocktail hour, based on availability.

■ BAR

Deluxe 5 Hour Open Bar

Titos, Ketel One, Tanqueray, Dewar’s, Seagram’s 7, Jim Beam, Jack Daniels, Bacardi, Malibu, Captain Morgan, El Jimador Tequila, Baileys, Kahlua, Sambuca, Amaretto Di Saronno, and Jameson

House Brand: Vodka, Gin, Rye, Bouron, Rum, Scotch, Spiced Rum, Coconut Rum, Tequila, and

Orange and Raspberry Vodka, 2 House Drafts, 2 Bottled Beers from our list, Merlot, Cabernet, Pinot Grigio, Chardonnay

In Addition: Amaretto, Irish Cream, Coffee Liqueur, Peach Schnapps, Apple Schnapps, Triple Sec, Sweet and Dry Vermouth

THE RADIANT

\$116.00 ++

■ DINNER

Wedding Toast in Tall Fluted Glasses

*At the Century House we encourage the selection of a **saladtizer** in lieu of the extra course to allow for maximum celebration time.*

Saladtizer Options

Any of our salads with the addition of grilled shrimp, crab cake, crispy duck or lobster macaroni and cheese

First Course – Select 1

Family Style Melon Wrapped in Prosciutto Family Style Shrimp Cocktail
Family Style Pasta from our Pasta Specialty List
Wedding Soup or Seasonal Bisque Poured Tableside

Wine Service

Second Course – Select 1

Caesar Salad: Romaine lettuce hand-tossed with house-made croutons, parmesan cheese and creamy caesar dressing

The Wedge: Iceberg lettuce, shaved onions, cucumbers and tomato bruschetta with crumbled bacon and bleu cheese complimented with herb cream dressing

Century Salad: Seasonal greens, with grape tomatoes, shredded carrots, cucumbers and house balsamic dressing

New York, New York: Seasonal greens with diced apples and NY cheddar, shaved carrots and grape tomatoes, with balsamic dressing

Wine Service Rolls and Butter

*At the Century House we encourage the selection of a **duet** in lieu of the extra course to allow for maximum celebration time.*

Third Course – Select 2 Entrees or 1 Duet

Chicken Bruschetta, Pork Au Lait, Filet Mignon, Black Tie Salmon, Century Chicken, Chicken Roulade, Prime Rib, Lobster Tail

Duets

Duet 1: Century Chicken with Grilled Scampi Shrimp
Duet 2: Petite Filet Topped with Grilled Herbed Shrimp and Butter Maison
Duet 3: Prime Rib with Lobster Mac and Cheese
Duet 4: Pork Roulade with Chicken Roulade
Duet 5: Chicken Parmesan and Eggplant Rollatini
Duet 6: Braised Short Rib with Duck Confit
Duet 7: Petite Filet and Lobster Tail
Duet 8: Century Chicken and Citrus Salmon
Duet 9: Century Chicken and Lobster Tail

Our chef will select accompaniments to enhance your entrée, as well as a vegetarian entrée

Wine Service

THE RADIANT

■ WEDDING CAKE

Your choice of design, flavor, filling, and frosting from our exclusive and custom **Cake Design Book**.

■ COFFEE STATION

Regular and Decaffeinated Coffee, Herbal and Traditional Teas
Espresso, Lattes and Trio of Cordials
Syrups, Whipped Cream, Chocolate Shavings, Pirouettes, Sweet Sticks,
Chocolate Covered Espresso Beans and Endless Enhancements for Your Coffee

■ FAREWELL STATIONS

Select 2: Please see our **Culinary Stations** and send your guests off in style!

Includes full length ivory linen with overlay and napkin in your choice of house colors.
Ask your sales manager about special offers for shower and rehearsal dinners
at The Century House.



\$116.00 ++

++ All prices are plus NYS tax and a taxable 20% administrative fee.





Culinary Stations



■ CULINARY STATIONS

Meatball

Who doesn't love meatballs? Chicken and traditional meatballs with crostini and your choice of sauces: marinara, Thai chili, herb and cheese

Meatball Sliders

Bet you can't eat just one! Meatballs with crusty rolls, house made tomato sauce and decadent truffle cheese sauce

Burger and Dogs

Petite Burgers and State National Hot Dogs with gourmet condiments

Mac and Cheese Bar

Our amazing flavors combined with your imagination. It starts with our 3 cheese decadent macaroni and cheese, then you add in your favorites: Truffle chicken, Buffalo chicken, scallions, cheese, crispy onions, broccoli, bruschetta and more. Create a masterpiece fit for a king!

Roasted and Pulled

Slow roasted beef and pork-pulled and chunked served on wood cutting boards with a variety of wraps and sauces

Spuds

Potato nuggets and mashed potatoes with toppings to delight all!

Pasta

Penne pasta cooked to order featuring carbonera, pomodoro and sausage broccoli aglio olio accompanied by cheese, crushed pepper and bread

Carving Station

Select 1: Coffee roasted pork tenderloin, Peppercorn sirloin, 24-hour brined turkey breast or Blackberry sriracha ham, served with appropriate condiments and rolls.

The Fry Guy

We'll make the fries sweet and traditional and your guests choose the spice toss or chef's custom sauces... try them all we won't tell!

Nachos Please

Warm nachos with your choice of house made salsa, Chef's secret Tex Mex mix and pica de gallos

Bloody Mary or Lemonade

Spicy or sweet with lemon or lime, our mixologists will create masterpieces for your guests to sample Lemonade fresh squeezed with sugar coated lemon wedges, vodka and flavored syrups

CULINARY STATIONS

■ SWEET STATIONS

Candy Bar

We'll provide the chocolates, gummies, lollipops, licorice and every imaginable sweet for your guests to fill their bags with. A candy station is a great way to end your event with a smile and is a favor that can be shared for days after your day is over.

Crisp Crepes

A chef attended station where you get to choose your fillings; nutella and banana, lemon and berry or dark chocolate and raspberry

Some More S'mores

A camp fire classic done Century style! We'll have graham crackers and chocolate but just for fun we will add in sugar cookies, dark and white chocolate and flavored marshmallows

Chocolate Fondue

Fruit, marshmallows, graham crackers, pretzels, wafers, cherries, biscotti and more with our rich decadent chocolate ganache

Cobbler and Comfort

Apple and berry cobblers with NY cheddar cheese, whipped cream and to kick things up we will add in our famous chocolate and caramel bread pudding

Fall Year Round!

Apple cider donuts, pumpkin bread with cream cheese, mini apples with chocolate and caramel for dipping

Warm Cookies

Triple chocolate chunk, white chocolate macadamia, peanut butter and more served warm on baking sheets with shooters of milk and milkinis – also available as mini cookies and biscotti offered in glass jars with paper cones

Candy Delivery

Like our popular candy bar but offered stadium style from boxes carried by our wait staff

Popcorn

Sweet or savory there is something for everyone at this station. Buttered and plain popcorn, with seasonings and mixins' to tempt all ages!

Trailmix

Pretzels, nuts, granola, seeds, candy, cereal mix and more, a perfect station to send your guests off with

Pretzels 'N Things

Pretzels rods with chocolate, white chocolate and caramel dipping sauce. Add sprinkles, mini candies, nuts and more. Your guests will be talking about this treat long after your event.

Truffle Bar

Hand rolled at the station: truffles in a variety of flavors

Trays on Every Table

A variety of cookies and pastries wrapped and presented to each table

Italian Pastry Shop

Oh cannoli will you love this one! We will create a station with cannoli, spogadael, tarts, eclairs, biscotti, ginettes and more, you will feel like you are in the markets of Italy

Shortcake

Angel food cake, biscuits and shortbread. Accompanied by fruits, whipped cream, and flavored drizzles

Vienesse

We'll add cheesecakes, shooters, pies, tortes and cakes to our pastry shop and then just for fun we'll include our petite cookie jar filled with a variety of mini cookies

■ POLICIES AND PROCEDURES

In keeping with our mission statement, we are committed to providing an experience unlike any other to ALL of our guests. To this end, it is critical to ensure that all are aware and respectful of one another and the rules of our establishment. In addition, proper fiscal management and event planning is required to make the experience a success for you, your guests and our staff. Please read the policies below; your signature on the bottom of the packet will act as your agreement (as the client) to these policies.

Guarantees/Cancellations

The Century House requires a final guarantee 4 business days prior to your event. You will be charged for the numbers served or the number guaranteed, whichever is greater. Should a guarantee not be received, The Century House will prepare and charge for the number indicated at the time of booking as stated in your contract. All food and beverage items served in public meeting rooms must be supplied and prepared by The Century House. Menu selections, room requirements, and all other arrangements must be received at least 21 days prior to the event. Wedding floor plans are due at least one week in advance. The Century House does not guarantee food prices until two months prior to the event. Should any function as outlined decrease in guest count, The Century House reserves the right to renegotiate room rates and menu prices. In addition, should a count increase or decrease, or business require, The Century House reserves the right to move room locations and adjust other special concessions previously made. All deposits are non-refundable.

Alcoholic Beverage Policy

If alcoholic beverages are to be served on premise, NYS Law requires The Century House only serve and dispense beverages. In accordance with the state and local law, it is our policy to refuse alcoholic beverage service to any person who, in our sole judgment, appears to be intoxicated. All guests that are not clearly of legal age will be required to provide proper identification, please make sure all guests are prepared to show proof of age. In addition, The Century House cannot allow anyone under the age of 21 to obtain, be given, be in possession of, or appear to be consuming alcohol, regardless of where or how said alcohol was obtained. All alcohol consumed on the premises of The Century House must be purchased through The Century House.

Deposits and Payments

Corporate: Cash, credit card or check are accepted for all payments. All corporate events require a deposit to hold the date and pre-payment of final balance. If you require direct bill, please ask your sales manager for information on obtaining direct bill status.

For corporate events:

1. Under \$1,000.00 deposit of \$100.00, balance due four (4) business days prior to your event
2. Under \$3,000.00 deposit of \$500.00, balance due four (4) business days prior to your event
3. Under \$5,000.00 deposit of \$1,000.00, balance due four (4) business days prior to your event
4. Under \$10,000.00 deposit of \$2,500.00, balance due four (4) business days prior to your event

5. Over \$10,000.00 deposit of \$5,000.00, balance due four (4) business days prior to your event

Social: Cash, credit card or check are accepted for all payments.

All social events (excluding weddings) require a deposit to hold the date and pre-payment of final balance

For social events:

1. Under \$2,500.00 deposit of \$500.00, balance due four (4) business days prior to your event
2. Under \$5,000.00 deposit of \$1,000.00, balance due four (4) business days prior to your event
3. Over \$5,000.00 deposit of \$2,500.00, balance due four (4) business days prior to your event

Weddings: Cash, credit card or check are accepted for all payments.

1. A deposit of \$2,000.00 is required to secure the date.
2. Six (6) months prior to your wedding a payment of 50% of the estimated final bill
3. Three (3) weeks prior a guarantee count and payment of the remaining balance based on your guarantee is required.
4. Three (3) weeks prior we require a credit card to be put on file for any additional items.

Overtime

Overtime, refers to any time beyond 1 hour prior to your contracted start or 30 minutes after your contracted end time. When overtime is available and requested it will be billed at a cost of \$250.00 per half hour plus food, beverage, administrative fee and tax.

Tastings

Should you choose to do a tasting please discuss timing with your sales manager. Several packages include tastings for two but a few will incur a minimal fee. In addition, please be aware that food prepared for two vs food prepared for 200 will taste slightly different. If you choose to have a tasting a gratuity will be added to your bill and paid in full to the wait staff servicing your table. All tastings are done during business hours in our main dining room.

Private Cocktail or Getting Ready Rooms

For ceremonies held off premise, additional fees may apply for getting ready rooms. Please note all items must be removed from the getting ready room before you leave for your ceremony. The Century House proudly offers a complimentary room for the honor party during your cocktail hour, a sampling of foods from your cocktail hour will be offered to you in the private cocktail space.

Signage Policy

No items shall be affixed or attached to any surface within The Century House without the advance permission. The contract signee will be responsible for any damage to Century House property caused by their group's actions.

Credit Application / Direct Bill Request

For all non-wedding events, payment is due in full four (4) business days prior to your event, with a credit card held on file for any day of expenses.

Direct bill privileges must be established via your sales manager with our accounting office no less than thirty (30) days prior to your event. A credit card is required to be held on file and will be charged if payment is not received within 21 days. If for some reason payment is not received within 21 days a 1.5% interest will be charged per week.

Property Damage/Loss of Revenue

In the event that any property damage occurs or The Century House incurs any expenses due to your guests' behavior, an itemized list will be provided to you and charged to the credit card on file.

Linens

Weddings include floor length ivory linen with overlay and napkin in your choice of color from our standard linens. All served or buffet functions include full linens in standard house colors brown or ivory. Linens for vendor tables, registration etc. may incur additional charges.

Room Assignments, Fees and Set Up

Function rooms are reserved based on your initial count and requirements, should your count change or The Century House business require room relocation it is at the discretion of The Century House. For clients hosting room only or minimal food and beverage events a room fee may be applied but will be clearly stated in your initial contract. Standard access time for meeting rooms is one (1) hour prior to your start time and thirty (30) minutes after, should additional set up or breakdown be required fees for early access may be added to your invoice.

Photocopies, Internet and AV

Photocopies are available from your captain or banquet manager at a cost of .25 per copy (bw) or .75 (color). The Century House offers complimentary wireless internet in all function rooms. All AV requirements should be confirmed via email at least three (3) weeks prior to your event. Please note AV equipment is contracted on a first come basis. The 20% administrative fee and tax is applied to all equipment.

Shipping and Receiving

The Century House charges a handling fee of \$100.00 for any packages that need to be processed pre or post event. This is in effect for anything over 20 lbs or multiple packages.

Liability and Lost/Found

The Century House cannot be responsible for items lost or taken from the property. ALL items supplied by the client or vendor for the client used for decor and/or gifts etc. must be removed from The Century House upon conclusion of the event. The Century House will not be responsible for items that are transported by our staff or that are left for subcontractors to recover.

Parking

The Century House has substantial parking, should you require valet services for convenience please discuss pricing with your sales manager.

Administrative Charges, Gratuity and Tax

All food, beverage and miscellaneous items are plus a taxable 20% administrative fee and NYS tax. This fee is used to pay the wages of all wait, kitchen and administrative staff. A gratuity is not required however if you feel the wait staff has gone above and beyond you may leave a gratuity that is paid out in full to the staff.

If you are claiming tax exemption, please note that in accordance with NYS law you must pay with a check or credit card with the exempt organization clearly stated on the card or check. You may not use cash or personal payment while claiming exemption. If using a card, we will require a copy of the front and back of the card. An exempt form is required for every tax year. If claiming exempt status the sales office must be notified in writing at the time of contract.

Menus and Meal Counts

Menus are due prior to your event; 30 days (for non-wedding) and 90 days (for weddings). Tentative counts are required one week prior to your event date, guarantee meal counts are due four (4) business days prior to your event. You will be charged for the number served or the number guaranteed, whichever is greater. Please note if your counts are higher than your guarantee, menu service and/or set up adjustments may be required.

Safety and Security

The safety of our guests is priority one. If your event is one that will require security due to VIP attendees or anticipated issues, please notify your sales manager. In addition to responsible consumption, The Century House requests that all basic health regulations are followed at all times; buffets cannot exceed 1.5 hours, guests MUST leave shoes on for the entire event (dancing events we encourage flip flop baskets), drinks may not be brought onto dance floor or outside.

Decor

If you have plans for centerpieces or room arrangements please notify your sales manager of the details. In addition please make note of the following policies:

- Candles must be contained and enclosed.
- Confetti, glitter and confetti type items are not permitted, if it is used please note you will be charged \$150.00.
- Bubbles and sparklers are not permitted inside The Century House.
- No nails, tape, staple gun etc. can be affixed to any part of The Century House facility. If you have signage please discuss with your sales manager how to display it.
- If you are doing extensive DIY décor for your event, additional fees may apply.
- ALL items; centerpieces, gifts, memory boards, company signage etc. must be removed at the end of the function. Please be sure to assign a guest to take responsibility for removal of all your décor, gifts, signs etc.

Packing Food

It is the policy of The Century House to not pack food left on buffets, stations etc.

Ceremony Fees

There will be additional fees for ceremonies held on premise, pricing ranges from \$500-\$2,000, prices are subject to NYS tax and taxable 20% administrative fee.

■ POLICIES AND PROCEDURES

\$10,000 LAW

In accordance with NYS tax law, any client paying in cash a lump sum of \$10,000 or more will need to complete NYS tax form 8300.

Final BEO

A BEO is a banquet event order and it is what is used by the kitchen and service staff to complete your event to your specifications. Please be sure to read your final BEO to guarantee that your requirements have clearly been translated. No point is too small.

Hotel

The Century House is a proud member of Choice Hotels. If you have rooms booked please sign and date the hotel policy below. Bridal parties please note the Century House cannot guarantee rooms are available for your wedding day, we recommend booking early.

Guest Room Attrition

Group agrees to pay a minimum dollar amount of guest room revenue which shall be equal to the number of guest room nights set forth in the Guest Room Accommodation chart (or the number of guest room nights as adjusted pursuant to the Room and Space Block Review Clause, if any.) times Group's average guest room rate, not including tax (the "Minimum Revenue"). # of rooms in block x average room rate = Minimum Revenue. If Group holds its meetings as agreed, Hotel will waive its right to seek damages for Group's failure to achieve the Minimum Revenue so long as Group achieves at least eighty percent (80%) of the Minimum Revenue. Should Group fall below this amount, Group will pay as a reasonable estimate of the Hotel's losses an amount equal to the difference between eighty percent (80%) of the Minimum Revenue and the actual guest room revenue achieved by Group (the "Attrition Damages"). All applicable taxes on the Attrition Damages will be paid by the Group.

Individual Guest Room Cancellation Policy

Should a guaranteed reservation not be canceled 72 hours prior to day of arrival and should the individual fail to check into the Hotel on his/her specific arrival date, there will be a charge of one night's room and tax. Additionally, Attrition clause will apply should the room block not meet the pick up requirements.

Guest Arrival & Departure Time

Guest check in time is after 3 PM and check out time is 11 AM. Room assignments prior to that time are on an availability basis. During periods of high occupancy, rooms may not be available upon arrival. Rooms will be made available for check in as soon as possible. Luggage storage is available for early arrivals.

Room Block Increase

Adjustments to the contracted room block must be done through the Sales Department and are subject to room and rate availability. An addendum to this contract must be issued and signed in order to fulfill increases in excess of 10% of the original room block.

Relocation Clause

In the event any member of your Group with a guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide the following.

1. Accommodations at a comparable as close as reasonably possible will be reserved. The Century House will provide 50% of the payment for that room on the first night the guest is displaced from Hotel.
2. One complimentary round trip ground transportation between Hotel and the alternative Hotel for each day the guest is displaced.
3. Offer to relocate displaced guest back to the first available guest room.
4. Upon return to Hotel, upgraded accommodations (if available).
5. Credit to Group for any guests displaced toward its guest room block pick up for purposes of this contract and for calculation of Group complimentary guest room credit.

PHOTO CREDITS

Dennis Nally Photography
Grupp & Rose Photography
Greg Nesbit Photography
Vanessa Wheeler Photography
Hitlin Photography
Paul Saunders Photography

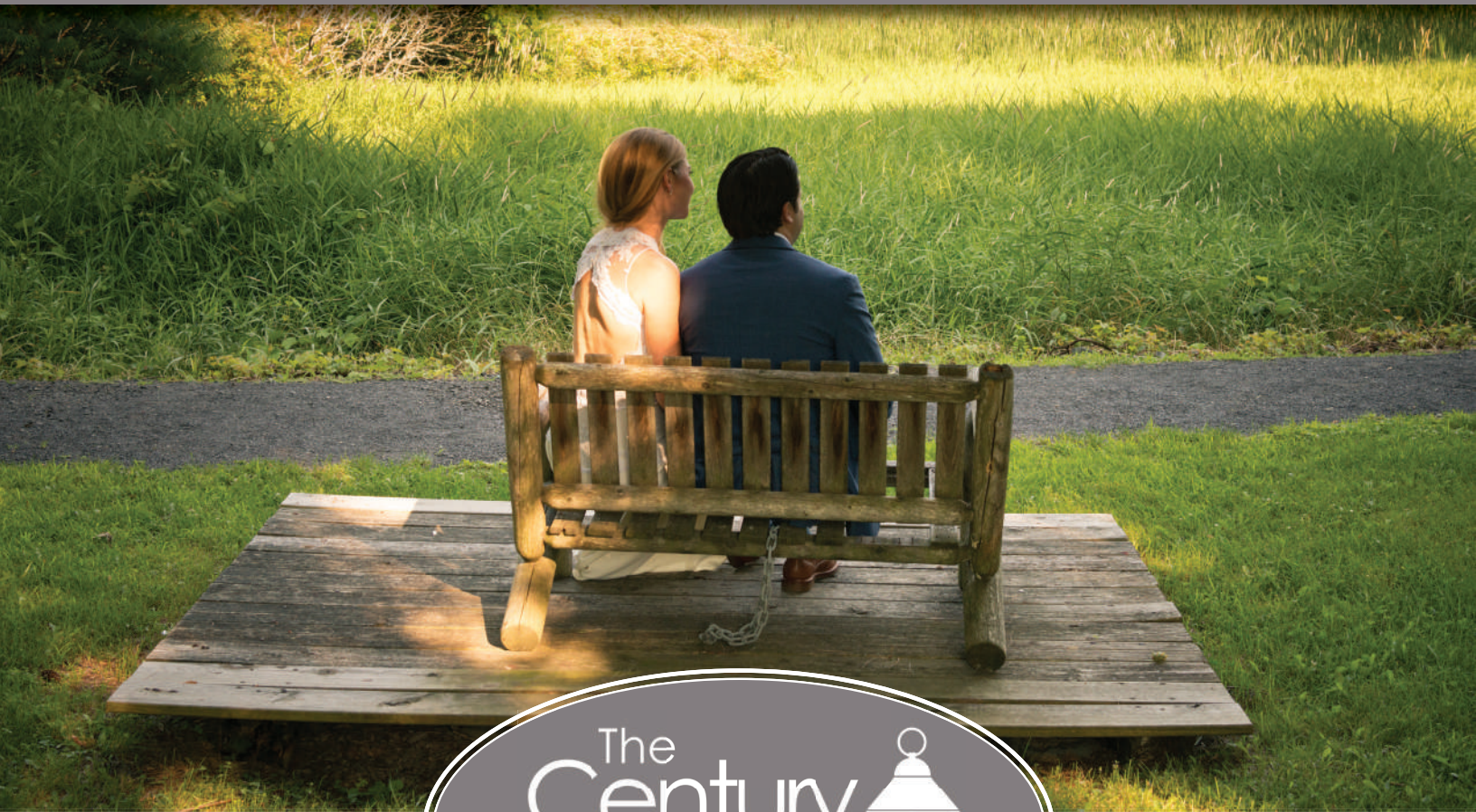
Linda Conley Photography
Kristen Renee Photography
Joe Viscossi Photography
Willie Gizaro Photography
Jenn Moak Photography
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Century House

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