



# Banquet & Event Information

*Thank you for your interest in 16 Bay View to host your special occasion! Below you will find information regarding event and guestroom rentals to assist with your planning. We are here to answer any questions you may have, at any time. We look forward to speaking with you further!*

## **Inclusive Event Space Items:**

All event room rentals of Bay View Collection include tables, chairs, barware and linens (black and white).

Flatware, glassware, and napkins are included when using in-house catering. Dance floor is not an inclusive rental, but is available for an additional rental fee.

Note: Vintage Room and Lord Camden Inn dining room are unable to remove proprietary furniture to accommodate banquet furniture.

The View can accommodate banquet furniture in conjunction with its proprietary rooftop terrace furniture.

\*All room rentals include setup and breakdown of tables, chairs, and linens as well as room cleaning before and after the event.

## **Catering:**

Bay View Collection offers in house catering and is our recommended and first choice when dining is part of the event. However, we do work with a list of preferred caterers if the guests choose to not use our in-house catering team; *a list of our preferred vendors is available upon request.*

## **Music:**

The town of Camden has a noise ordinance curfew of 9:00pm which must be abided by with any events held on The View. 16 Bay View Hotel sets an interior curfew of 10:00pm for all events in Curtis Bok, Curtis Room, Bok Room, and/or Vintage Room.

\*Please speak with our Events Manager to discuss options to bypass noise ordinances\*

## **Audio Visual Aids:**

Projectors, monitors, flip chart stands, conference phone and audio equipment are available for an additional fee per day, per event space. Flip charts and writing tools are the responsibility of the party occupying the event space and not by Bay View Collection.

## **Dance Floor Rental:**

A dance floor is available for an additional fee. As a requirement, any event including music or entertainment will need to have a dance floor. Our dancefloor ranges in size from 9' x 12' to 15' x 18' and can accommodate up to a 120 person event.

## **Food & Beverage Wares:**

Banquet dinnerware is available for an additional fee when using an outside caterer. The dinnerware package is included in the catering when using Bay View Collection for catering. The Bay View Collection's banquet-ware includes plates for appetizers, entrée, salad, and dessert, 5-piece silverware place settings, water glasses and cotton napkins.

## **Event Pricing:**

Curtis Bok Room: \$2,000  
Curtis Room: \$1,200  
Bok Room: \$800  
The View: \$3,000  
Vintage Room: \$800

## **Add-Ons:**

Dance Floor: \$280-\$700  
Dinnerware Package: \$250 per day (1-50 people);  
\$350 per day (51-120 people)  
Cake Cutting: \$150  
Projector: \$150  
Projector Screen: \$75  
TV with HDMI cord: \$150  
Conference Phone: \$200

## Beverages:

Here at 16 Bay View we take craft cocktails to heart and will provide all of your beverage service needs.

We offer two bar styles:

**Cash Bar:** A minimum of \$500 is required. Guests pay on their own.

**Open Bar:** A minimum of \$500 is required. Drinks are charged to a master account which is closed out to the inhouse group folio and charged beyond the minimum.

\*Please speak with our Events Manager to discuss other bar styles\*

Below you will find 3 Tier-Options for Banquet Bar Services

*The bar tiers do not apply to events in the Vintage Room.*

### Deluxe Bar Tier

Beer.....\$5  
2 house selected draft beers

Wine.....\$7  
2 curated wine selections  
including:  
One red  
One White  
Sparkling

Liquor.....\$9  
Shelf Spirits including:  
Vodka  
Gin  
Rum

### Executive Bar Tier

Beer.....\$6  
2 custom selected draft beers

Wine.....\$9  
5 curated upper-shelf  
wine selections including:  
Pinot Noir  
Cabernet Sauvignon  
Sauvignon Blanc  
Pinot Grigio  
Sparkling

Liquor.....\$11  
Upper-shelf Spirits including:  
Vodka  
Gin  
Rum  
Dark Rum  
Tequila  
Bourbon  
Scotch

### Vintage Bar Tier

Beer.....\$7  
2 custom selected draft beers  
1 custom selected bottle beer

Wine.....\$11  
5 curated upper-shelf  
wine selections including:  
Pinot Noir  
Cabernet Sauvignon  
Sauvignon Blanc  
Chardonnay  
Sparkling

Liquor.....\$12+  
Top-shelf Spirits including:  
Vodka  
Gin  
Rum  
Dark Rum  
Tequila  
Bourbon  
Scotch  
Cordial

## Hotel Room Night Requirements:

For any event held in the Curtis–Bok room beginning after 3:00pm (EST) and includes entertainment, 16 Bay View Hotel requires its five (5) Deluxe Guestrooms and Suites on the first floor to be rented to serve as a sound buffer to the rooms above. These Deluxe Guestrooms and Suites are located directly above the Curtis and Bok rooms and can serve as room nights for the group's party.

## Guestroom Arrival & Departure:

Check-in time is any time after 3:00pm and check-out time is by 11:00am (EST).

## Deposits:

**Event Space Deposits:** A non-refundable 50% deposit, is due at contract signing, to hold any event space out of inventory. The remaining room rental fee is due 60 days prior to the scheduled event date. 50% catering deposit is due 30 days before event.

**Guestroom Deposits:** A refundable/transferrable 10% deposit of the total room block is due at contract signing, to hold any rooms out of inventory. A 50% deposit is due at 60-days prior to arrival. At departure, the deposit may be applied to the final balance; toward event space; applied to other reservations, or refunded.

## Cancellations:

**Event Space Cancellations:** Any cancellation within 60 days of the event date will be charged the full contracted total, which includes any items, beyond the room rental itself, that the Bay View Collection would have been responsible for providing.

**Guestroom Cancellations:** All guestroom reservations are subject to individual \$50 cancellation fees prior to 96 hours advance-notice of arrival date. Any cancellation within a 96-hour arrival window, forfeits the stay total.

## Reservation Guarantee:

Guests' room reservations within a group block will be made by calling the property directly as inventory will not show online. A group block is considered a block of at least 5 rooms. These reservations will be paid for by the individual guests and require a 50% deposit to reserve.

\*Unless other booking process has been discussed and agreed upon\*

**Event Space:** Bay View Collection requests the final guaranteed guest count for your event 14 days prior to the event date. If a guaranteed number is not provided, the original contracted guest-count will be used for preparation. The Hotel will make every effort to accommodate "last-minute" guest additions, although they may be charged at a different rate.

**Guestrooms:** A 60-day release date is set for all group blocks. You may add/subtract your group block rooms freely until your release date. After the release date has been met, any guestroom that continues to be held are subject to the Guestroom Reservations Cancellation Policy.