

MEETINGS & SPECIAL EVENTS

### BAR HARBOR INN

We are excited to welcome your group to our oceanfront property located in the heart of downtown Bar Harbor, Maine. Our prime location provides easy access to Acadia National Park, a range of waterfront activities, local shopping, art galleries, and a variety of dining options featuring fresh, local seafood.

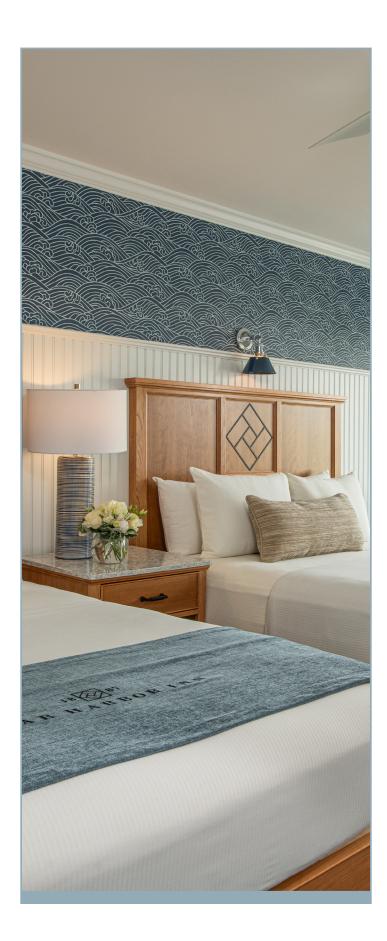
Our premier oceanfront resort boasts 151 guest rooms, situated on eight acres of private land. Your guests will enjoy luxurious amenities and first-class service, including tastefully furnished guest rooms, fine dining, an outdoor infinity edge pool, hot tubs, and a luxurious spa. The prime downtown location provides your guests with easy access to all that our coastal New England village has to offer.

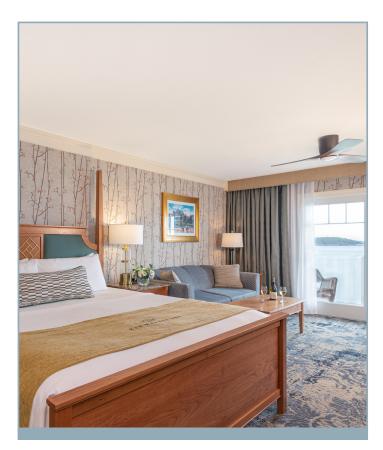
Acadia National Park, one of the top 10 most visited parks in the United States, is located less than 2 miles from our property. Allowing your guests to fill their free time with a hike up one of the many mountain summits, soak in the sun while visiting Sand Beach, or stroll along the Carriage Roads absorbing the history and nature within the park.

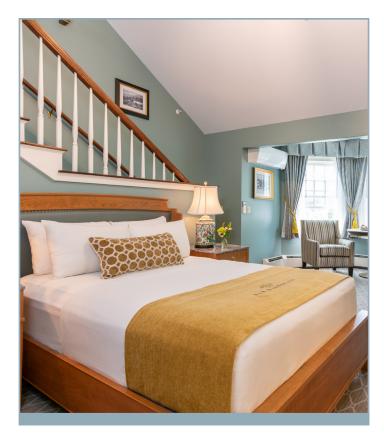
Please refer to the following pages for our standard group menus and guidelines. We are more than happy to customize any menu to meet your preferences and requirements. Additionally, we offer special pricing for groups booking during the shoulder season months of April and November.

If you have any further questions or require additional information, please do not hesitate to contact our Group Sales Department. We look forward to the opportunity of hosting your group.









## LODGING

At the Bar Harbor Inn, we offer the unique opportunity to stay in any of three distinct hotel buildings. All with proximity to the main lobby, restaurants, pool, and spa. Whether you're looking for a room with a private balcony overlooking the ocean, a spacious suite, or a more budgetfriendly option, our newly renovated guest rooms can accommodate all your needs. After a day of meetings or a special dinner in our Porcupine Room, your guests can retire to their own private retreat.

## OCEANFRONT LODGE

These spacious guest rooms are situated just steps from the tranquil water's edge, boasting contemporary furnishings and upscale amenities. Guests may choose between king or queen beds, and marvel at the stunning ocean views from their private waterfront balconies that are situated perfectly to view the sunrise each morning.

## NEWPORT BUILDING

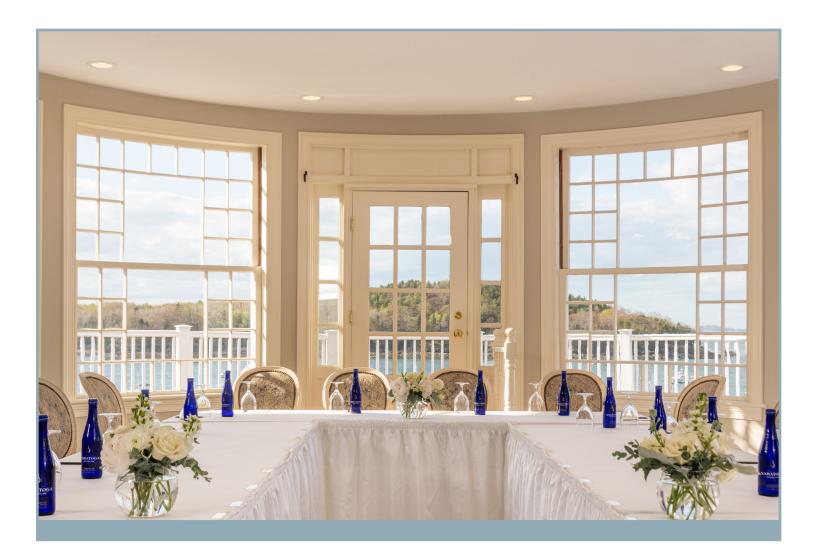
This option is ideal for those seeking a more budgetfriendly option that is still centrally located downtown and provides direct access to the water's edge. Our lodging options include first-floor rooms with a patio or secondfloor rooms with a balcony, providing a view of the grounds. Distinctively designed with ample space, these rooms are perfect for a family of any size.

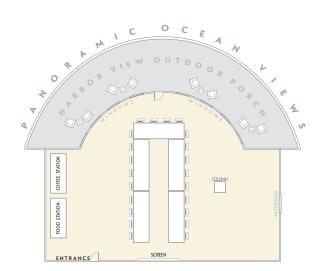
## MAIN INN

The Main Inn guest rooms are thoughtfully designed to blend modern luxury with traditional New England Style. Each room is a masterpiece, designed to complement the historic building it occupies. Our Loft Suites are particularly noteworthy, featuring two levels and offering captivating views of Frenchman's Bay & The Porcupine Islands. These suites provide close access to the main lobby and Porcupine Room function space.

## AMENITIES

- Complimentary Continental Breakfast
- In Room Refrigerator
- In Room Coffee Maker & Microwave
- In Room Safe
- Hairdryer
- Iron & Ironing Board
- Robes For Use During Your Stay
- Complimentary Wireless Internet
- Onsite Parking





# MEETING SPACE

## PORCUPINE ROOM

### Area: 800 sq ft

Full Day Room Rental: 8am - 4pr	m <i>Fee:</i> \$550		
Half Day Room Rental: 8am - 12	om   12pm - 4pm	Fee:	\$350
Capacity:			
U Shape	21 guests		
Hollow Square	24 guests		
Boardroom	20 guests		
Classroom	36 guests		
Banquet	48 guests		

## MEETING SPACE AMENITIES

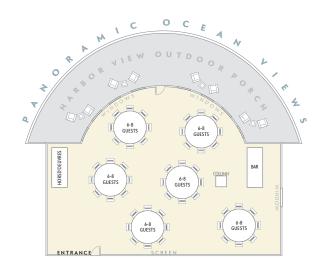
- Wirelss Internet
- LCD Projector & Screen
- Surge Projectors & Extension Cords
- Complimentary Water and Coffee Station
- Heat & Air Conditioning
- Blackout Drapes for Windows

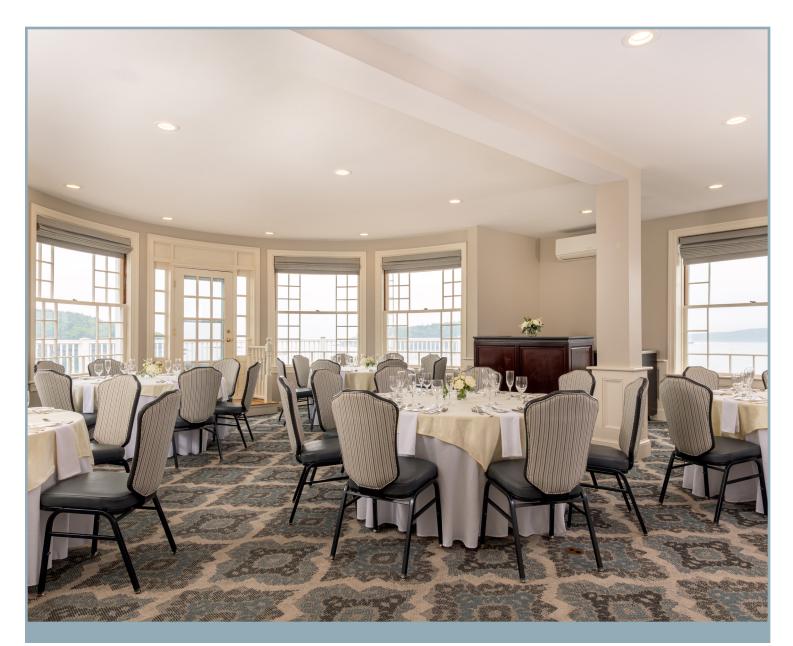
# BANQUET SPACE

## PORCUPINE ROOM

Guest Seating: 48 maximum Room Rental Fee: \$400 Available Rental Times: Any 4-hour duration between the hours of 9am - 9pm

With its gracefully arched panoramic windows and a spacious wraparound balcony, providing breathtaking views of Frenchman's Bay, the Porcupine Room lends itself as a uniquely historic space for an intimate dining experience. Your guests will find themselves indulging in passed hors d'oeuvres & carefully crafted cocktails while taking in the sun and sea breeze. Imagine you and your guests ending the evening on the balcony with the sunset as it falls behind the Porcupine Islands.







# BREAKFAST

Served buffet style for groups of up to 40 guests

## SUNRISE BREAKFAST

Assorted Juices

Sliced Seasonal Fruits & Berries

Steel Cut Oats With Assorted Toppings

Vanilla Infused Greek Yorgurt Parfait With Honey & Fresh Berries, Topped With Toasted Granola

Warm Bagels With Cream Cheese

Assorted Bakery Basket

Freshly Brewed Coffee, Decaffeinated Coffee & Teas

\$28 per guest

### ACADIA BREAKFAST BUFFET

Assorted Juices

Sliced Seasonal Fruits & Berries

Assorted Bakery Basket

Vanilla Infused Greek Yorgurt Parfait With Honey & Fresh Berries, Topped With Toasted Granola

Scrambled Farm-Fresh Eggs with Chives

Country-Style Breakfast Potatoes

Hickory-Smoked Bacon & Chicken & Apple Sausage

Freshly Brewed Coffee, Decaffeinated Coffee & Assorted Teas

\$36 per guest

## CADILLAC BRUNCH

Assorted Juices

Sliced Seasonal Fruits & Berries

Vanilla Infused Greek Yorgurt Parfait With Honey & Fresh Berries, Topped With Toasted Granola

Baby Farmers Greens With Lemon-Shallot Vinaigrette, Prosciutto, Ripe Melon & Arugula With Cracked Pepper

Smoked Salmon With Sliced Tomato, Shaved Onion, Capers, Bagels & Cream Cheese

Applewood Smoked Bacon & Chicken &-Apple Sausage

Country-style Breakfast Potatoes

Assorted Bakery Basket

Choice of One: Scrambled Farm-Fresh Eggs With Chives Or Braised Short Rib Hash With Fried Eggs and Lemon Hollandaise

Choice of One: Belgian Waffles with Assorted Toppings OR Pancakes with Assorted Toppings

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas

\$62 per guest

## BREAKFAST ENHANCEMENTS

Pancakes \$6/person

With Choice Of Blueberries, Strawberries, Or Plain Served With Local Maple Syrup

Waffles \$7/person

With Choice Of Blueberries, Strawberries, Or Plain Served With Local Maple Syrup

Croissant French Toast \$8/person With Blueberry-Almond Crumble, Served With Local Maple Syrup

Smoked Salmon \$15/person With Assorted Bagels & Traditional Accompaniments

Chef Seasonal Quiche \$10/person Topped With Petite Greens

### ACTION STATION

Attendant fee of \$75 for 1 hour

Omelets Made to Order \$18/person Farm-Fresh Eggs, Egg Whites Or Eggbeaters With Your Choice Of The Following: Cheddar Cheese, Swiss Cheese, Bacon, Ham, Onion, Mushroom, Asparagus, Spinach, Peppers, Tomato

# BREAKS

Set-up and displayed for 30 minutes during a meeting

#### **BUILD A BREAK**

Individual Seasonal Fruit Skewers \$10/person Assorted Fresh Baked Cookies \$48/person Chocolate Dipped Strawberries \$3/each Sea Salt Caramel Glazed Chocolate Brownies \$48/dozen Butterscotch Blondies \$48/dozen Assorted Pastries \$48/dozen Chips & Salsa \$10/person Assorted Bags of Fox Family Potato Chips \$6/bag House-Made Trail Mix \$10/person Assorted Granola & Power Bars \$5/each Assorted Whole Fruit \$36/dozen

#### BEVERAGES

Soft Drinks \$3/each Saratoga Water \$3/each Iced Tea \$30/gallon Lemonade \$30/gallon





# LUNCH

Served buffet style for groups of up to 40 guests

## DOWN EAST DELI COUNTER

Selection of Meats Shaved Honey Baked Ham, Sliced Roast Beef, Honey Baked Turkey

Selection of Cheeses Aged Cheddar, Baby Swiss, American

Selection of Breads House-Made Baguette, Sourdough, Multigrain Wheat

#### Accompaniments:

Baby Lettuce / Tomatoes / Shaved Red Onion / Pickles Basil Pesto / Horseradish Aioli / Herb Mayonnaise / Dijon Mustard New England Potato Salad Classic Caesar Salad Fox Family Potato Chips Blueberry Crumble Assorted Cookies Add-ons: Maine Lobster Roll \$10/person Lemon Aioli, Butter Lettuce, Brioche

#### \$48 per guest

## **GRAINS & GREENS**

Selection of Warm Grains Toasted Farro, Herb Quinoa, Wild Rice

Selection of Greens Artisanal Baby Lettuce Blend, Baby Romaine, Baby Spinach

Proteins Herb Grilled Chicken, Chilled Jumbo Shrimp Carved Roasted Been, Tenderloin

Dressings Classic Caesar, Honey-Orange Vinaigrette, Classic Buttermilk Ranch

#### Accompaniments:

Heirloom Baby Tomatoes

**English Cucumbers** 

Charred Broccolini

**Roasted Baby Carrots** 

Crispy Smoked Bacon

Shaved Parmesan

Shredded Aged Cheddar

Focaccia Croutons

Desserts:

Blueberry Panna Cotta With Almond Crumble

Dark Chocolate Dipped Strawberries

\$48 per guest



# LUNCH

Served buffet style for groups of up to 40 guests

## BAR HARBOR BENTO

Choice of One:

Heart of Romaine Classic Caesar Salad Brioche Croutons, Shaved Parmesan

Cucumber and Baby Lettuce Bouquet Goat Cheese, Pomegranate Vinaigrette, Crispy Shallots

Baby Spinach Salad Candied Walnuts, Goat Cheese, Sherry Shallot Vinaigrette

Vegetable Crudite With Hummus & Toasted Pita Bread

Choice of Three Wraps (All served in Flour Tortilla):

Shaved Slow Roasted Beef Baby Arugula, Caramelized Onions, Tomatoes, Horseradish Mayo

Honey Baked Ham Butter Lettuce, Aged Cheddar, Tomatoes, Dijon Aioli

Chicken Caesar Parmesan, Citrus-Garlic Dressing

Grilled Portobello Mushrooms Buffalo Mozzarella, Tomatoes, Pesto Aioli, Farmers Greens

Accompaniments:

Fox Family Chips

Mini Chocolate Brownie With Sea Salt Caramel

\$48 per guest

## BAR HARBOR FLATBREADS

Classic Caesar Salad Caramelized Garlic Dressing, Focaccia Croutons, Shaved Parmesan

Acadian Harvest Greens Blueberries, Toasted Almonds, Goat Cheese, Red Wine Vinaigrette

#### Flatbreads:

Classic Margherita Roasted Tomatoes, Mozzarella, Fresh Basil

Pepperoni Herb Marinara And Mozzarella

Shaved Prosciutto Carameized Onions, Parmesan, Baby Arugula, Balsamic Drizzle

Desserts:

**Classic Whoopie Pies** 

Maine Blueberry Pies

\$48 per guest



# STATIONARY HORS D'OEUVRES

Displayed during cocktail hour (25 person minimum)

## SEAFOOD DISPLAY

Cracked Maine Lobster \$9/piece (GF/DF) On Ice With Cocktail & Rémoulade Sauces

Seasonal Oysters on the Half Shell \$8.75/piece (GF/DF) Served With Two Flavored Vinegars & Blueberry Mignonette

Colossal Shrimp \$9.25/piece (GF/DF) With Spicy Cocktail Sauce

Chilled Local Clams \$8/piece (GF/DF) With Rémoulade & Cocktail Sauces

## FLATBREAD STATION

Classic Margherita Roasted Tomatoes, Mozzarella, Fresh Basil

Pepperoni Herb Marinara And Mozzarella

#### Shaved Prosciutto Carameized Onions, Parmesan, Baby Arugula, Balsamic Drizzle

#### \$20/person

### GRILLED VEGETABLE DISPLAY

Grilled Marinated Baby Vegetables, Hummus, Citrus Cured Olive Tapenade, Grilled Pita, Flatbread Crisps, Crostini

\$20/person (DF)

## SLICED CHARCUTERIE DISPLAY

Genoa Salami, Soppressata, Capocollo, Chef's Choice Cheeses, Marinated Olives, Mustards, Baguettes

\$30/person (DF)

### ARTISAN CHEESE DISPLAY

Assorted Chef's Selection of Artisanal Cheeses, Spiced Blueberry Jam, Grapes, Bread Crisps

\$26/person



# PASSED HORS D'OEUVRES

Butler passed during cocktail hour (25 piece minimum)

## HOT SELECTIONS

Jumbo Lump Crab Cake \$8.50/piece Spicy Remoulade

Lobster Bisque Shooter \$7.50/piece Crème Fraiche

Beef Wellington \$8/piece Mushroom Duxelle

Roasted Lamb Chop \$8.50/piece (DF/GF) Chimichurri

Vegetable Spring Roll \$7/piece (DF/GF/V) Toasted Curry, Sweet Chili Sauce

Wild Mushroom Arancini \$7/piece Parmesan, Truffle Aioli

Vegetable Pot Sticker \$7/piece (DF/GF/V) Sweet & Sour Sauce

Duck Confit \$8.50/piece Maine Blueberry Compote, Herb Goat Cheese Filo

Crispy Applewood Smoked Bacon Wrapped Scallops \$8.25/piece Dijon Drizzle

Vegan Herb Falafel \$7/piece (V) Cucumber-Mint Drizzle

Vegan Spiced Cauliflower \$7.50/piece (V) Black Bean Taco, With Pickled Red Onion

## COLD SELECTIONS

Lobster Tacos \$9/piece (GF) Sweet Chili & Avocado

Roasted Beef Tenderloin Crostini \$8.50/piece Horseradish Cream

Prosciutto di Parma \$7.75/piece (DF/GF) Seasonal Melon, Basil

Tomato Bruschetta \$7/piece Balsamic, Basil

Scewered Sopressata \$8.50/piece Provolone, Roasted Pepper, Cured Olives

Compressed Watermelon \$7.50/piece (GF) Arugula Pesto, Feta

Crab & Corn Hushpuppy Pops \$8.25/piece (GF)

Brie, Macerated Maine Blueberries, Brioche Crisp \$7/piece

Skewered Tomato, Basil, Mozzarella \$7/piece (GF) Balsamic Reduction

Vegan Tostones with Avacado \$7.50/peice (V)

Shaved Sweet Onion, Micro Cilantro



# PLATED ENTRÉE SELECTIONS

Includes warm homemade bread & butter, Bar Harbor Inn blend coffee & decaf coffee

## STARTER

Choice of One:

Mushroom Soup (GF) Porcini Cream, Micro Chives

New England Clam Chowder Herb Cracker

Potato Leek Soup Smoked Onions, Sourdough Crostini, Leek Oil

Farmer's Field Mesclun Greens (DF) Spicy Micro Herbs, Brioche Croutons, Lemon Honey Vinaigrette

Spinach Salad (GF) Blue Cheese, Olive Crouton, Basil Vinaigrette, Crisp Pancetta

Romaine Wedge (GF) Cherry Tomatoes, Pickled Red Onions, Applewood Smoked Bacon, Blue Cheese Crumbles, Ranch Dressing

## ENTRÉE

Choice of Two:

Red Wine Braised Beef Short Rib \$70 (GF)

Yukon Gold Potato Puree, Broccolini, Cabernet Sauce

Grilled Petite Filet of Beef \$70 (GF/DF) Potato Gratin, Confit Of Baby Carrots, Basil Truffle Pesto

Grilled Atlantic Salmon \$66 (GF) Potato-Beet Mousseline, Grilled Asparagus, Lemon Basil Butter Sauce

Herbed Georges Bank Cod \$66 (GF) Confit Of Fingerling Potatoes, Charred Broccolini, Soy Butter Sauce

Duck Fat Confit Chicken Breast \$62 (GF) Brown Butter Gnocchi, Wilted Baby Spinach, Roasted Mushrooms, Porcini Cream

Roasted Mushroom Risotto \$58 (GF/V) Truffle, Arugula And Fennel Salad

Crispy Ancient Grain Strudel \$56 (V) Caramelized Carrot Puree, Grilled Asparagus, Herb Oil

Add a Tail: Maine Lobster Tail With Drawn Butter \$15

### DESSERT

#### Choice of One:

Flourless Chocolate Torte Sea Salt Caramel Sauce, Toasted Coconut

Lemon Tart Toasted Meringue

Seasonal Fruit Cobbler Vanilla Bean Gelato

Orange Panna Cotta Crispy Gaufrette Cookie

Strawberry Pistachio Torte Champagne Macerated Strawberries

Maine Blueberry Pie Chantilly Cream

# TRADITIONAL BAR HARBOR INN LOBSTER BAKE

### \$72 per guest

Freshly Baked Bread With Butter

Homemade New England Clam Chowder

#### Mixed Mesclun Greens Fresh Vegetable Garnish, House Herb Vinaigrette

#### Choice of:

Steamed 1.25lb Whole Maine Lobster, Maine Steamer Clams & Eastern Mussels With Drawn Butter

Char-grilled New York Sirloin Steak

Sun-dried Tomato & Wild Mushroom Ravioli With Tomato Basil Cream

#### Accompanied By:

Fresh Corn on the Cob

**Roasted Potatoes** 

Wild Maine Blueberry Pie With Whipped Cream

Bar Harbor Inn Blend Coffee, Decaffeinated Coffee & Selection of Herbal Teas





# CHILDREN'S MENU

Available for ages 10 & younger \$22 per child. Select one item for all children attending your event.

Oven Roasted Chicken Tenders With Barbeque and Ketchup Dipping Sauces, Fresh Vegetables & French Fries

Pasta (V) With Basil Marinara or Butter & Parmesan

Flatbread Pizza (V) With Basil Marinara Sauce and Fresh Mozzarella

Bar Harbor Inn Pub Style Burger Served on a Freshly Baked Kaiser Roll with Fresh Vegetables & French Fries

Cheeseburger OR Veggie Burger options available



# BAR SELECTIONS

### Hourly Package Hosted Bar Pricing

Based on per person, per hour pricing. Must count all guests for first hour, minors are excluded from any additional hour. Includes Soft Drinks & Juice

Premium Bar Offerings First Hour \$24 per guest Each Additional Hour \$12 per guest Top Shelf Bar Offerings First Hour \$28 per guest Each Additional Hour \$14 per guest

### Consumption Based Hosted Bar Pricing

Based on beverages that are consumed during duration of event. Final count will be tallied and added to the bill at conclusion of event.

#### PREMIUM BAR OFFERINGS

Liquors \$12 Vodka: Titos Gin: Beefeater Rum: Captain Morgan Whiskey: Jack Daniels Scotch: Dewars Bourbon: Jim Beam Tequila: Jose Cuervo Silver

#### Wines by the Glass \$12

Chardonnay: J Lohr Sauvignon Blanc : Whitehaven Pinot Grigio: Montasolo Pinot Noir: Mirassou Merlot: Clos Du Bois Rosé: Fleur de Mer

#### TOP SHELF BAR OFFERINGS

Liquors \$14 Vodka: Grey Goose Gin: Tanqueray Rum: Mt. Gay Whiskey: Crown Royal Scotch: Johnny Walker Black Bourbon: Woodford Tequila: Casamigos

#### Wines by the Glass \$14

Chardonnay: Sonoma Cutrer Sauvignon Blanc: Honig Cabernet Sauvignon: William Hill Pinot Noir: King Estate "Inscription" Merlot: St. Francis

### Beer Selections (Choose 4)

Domestic & Imported Beer \$6 Bud Light Coors Light Corona High Noon

#### Craft Beer \$7

Seasonal Local Craft Beer Bar Harbor Real Ale Bar Harbor Blueberry Ale Downeast Cider Allagash White

## Additional Beverage Options

### Champagne Toast

House Champagne \$32 per bottle House Prosecco \$44 per bottle

#### **Beverages**

Assorted Soft Drinks \$3 Non-Alcoholic Punch \$65 per 2 Gallon Punch Bowl

### Wine & Spirits

A full wine list from our Reading Room Restaurant is available for selection.

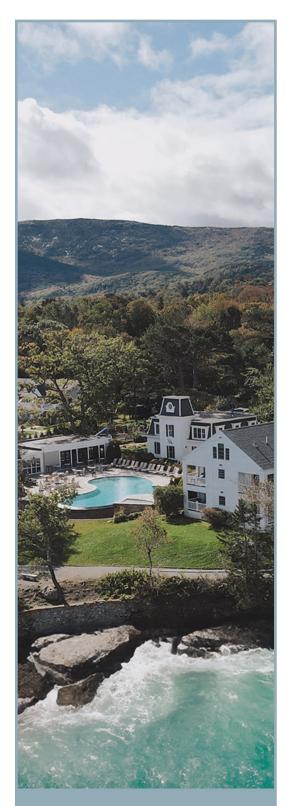
Specialty liquors, wines and beer not listed on our menus may be available through our selected distributors. Contact the Group Sales Department for information on special requests.

### **Cash Bar Pricing**

- Cash Bar pricing will include sales tax and service charge of 20%.
- Cash Bar set up fee is \$75
- Cash bars will require (1) bartender for every 100 guests.
- Bartender fee of \$200 per bartender applies to all bars up to 4 hours

The Bar Harbor Inn as a licensee is the only authority licensed to sell and/or serve liquor for consumption on the premises.

Therefore, no alcohol can be brought into the event spaces on property from an outside party. The Bar Harbor Inn reserves the right to discontinue any and all service in the event of disregard for the law on the part of the event sponsor or guests in attendance.



For more information, contact our Group Sales Department: 207.288.8279 x1317 • 800.350.3352 groups@bhinn.com • barharborinn.com Bar Harbor Inn • 1 Newport Drive Bar Harbor, ME 04609

# POLICIES

#### **Deposits and Payments**

To confirm an event, we require the return of a signed contract with a non-refundable deposit in the amount of the event room rental fee. This deposit will be applied to the balance of your final bill. We accept checks and credit cards for advance deposits.

Final payment for an event, including tax and gratuity, is due at the conclusion of the event. Checks and credit cards are accepted for final payments.

#### Function Room Set Up and Decorations

Room setup requirements, to include table placements and equipment needs, should be finalized with the group sales office 30 days prior to the event.

All shipping and deliveries of materials must be coordinated with the group sales department (7) days prior to event.

The Bar Harbor Inn does not allow affixing of materials to walls, ceilings, floors and furnishings unless approval is provided by the coordinator in advance. In the event that this is done without authorization, any damages will be assessed and charged accordingly.

#### Food & Beverage

All food and beverage must be purchased from the Bar Harbor Inn. Removal of food and beverage from the event room is not permitted nor can the hotel allow food and beverage from other sources to be provided and/or served in our function rooms.

All food and beverage is subject to a 20 percent service charge and applicable state sales tax.

All food and beverage prices are subject to change without notice.

Entrée choices are to be submitted to the group sales office at least 30 days in advance in order to guarantee menu selections.

Any special dietary needs should be discussed with the group sales department at least 30 days in advance in order to accommodate requests.

A final guest entrée count is required (14) days prior to the function. This final number shall constitute the minimum number for which you agree to pay with no further reductions. Should a count not be submitted, the expected number of guests listed on the contract will prevail as a guarantee.

All charges will be based upon the final guarantee, or the actual number of guests served, whichever is greater.

#### Liquor Liability and Compliance

The Bar Harbor Inn, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with Maine's state liquor laws.

We reserve the right to monitor all alcohol consumption, to ask for proper identification, and to refuse the sale of alcoholic beverages at any time.

Outside alcohol cannot be brought into the Porcupine Room nor can it leave the room.

#### **Guest Rooms**

If you require overnight accommodations for your guests, please inquire about room availability at the time your event is booked.

#### Individual Reservation Block

A block of up to 20 rooms (based on availability) may be set up for your guests and held until 60 days prior to the event. Weekends require a 2 night minimum stay. Most holiday weekends require a 3 night minimum stay.

In order to confirm individual reservations, guests are required to pay a deposit equal to one night's lodging at the time of booking.

Should a guest need to cancel their reservation, they should call the Inn at least ten days prior to their confirmed arrival date in order to receive a refund of the deposit, less a \$35 administrative fee. The deposit is non-refundable with 9 or fewer days' notice of cancellation.

Cancellation insurance for guest room reservations is available for a nominal fee.

Early departures and delayed arrivals are subject to 50 percent forfeit if either the arrival date is later or departure date is earlier than confirmed. Check in time is 3:00pm and check out time is 11:00am.

#### Room List Block

A block of guest rooms (based on availability) may be set up for your guests and held until 60 days prior to the event. Weekends require a 2 night minimum stay. Most holiday weekends require a 3 night minimum stay.

In order to confirm a group block, you are required to pay a deposit equal to one night's lodging within 14 days of receipt of the contract date.

The group must submit a rooming list 30 days prior to the scheduled arrival date to guarantee the number of rooms needed. At that time, the Bar Harbor Inn will release all unused rooms from the block. Additional room requirements after that time are subject to hotel availability.

Written notice of cancellation of the entire room block must be received at least 60 days prior to the scheduled arrival date in order for the group to be entitled to a refund of deposit, less a \$35 administrative fee per room. Deposits will be forfeited for cancellations made with 90 or fewer days prior to arrival. Any individual room cancellations, received after the 30-day deadline, are subject to a fee equal to one night's lodging. Early departures and delayed arrivals are subject to a 50 percent forfeit of one night's lodging.

