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Rebecca Hill  
Glen Ferris Inn  
PO Box 128  
Glen Ferris, WV 25090  
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I am enclosing an event planner that will make it more convenient to finalize your plans. Our staff is pleased that you are considering the Inn as the site of your event.

Please review the planner and use the accompanying price list as a guide when planning your budget. Note that prices are quoted for almost any item or service you will require. Simply ignore the ones that you do not need and choose among the ones that interest you.

If you wish to have an item that is not on the list, please call me for a price quote as the list is prepared for the most commonly requested food items. We have prepared almost everything from International Buffets to ethnic cuisines. I also have several wedding cake books that you may wish to peruse.

Please include necessary information, especially name address, telephone number, date of event, time of event, and number of guests attending. I am including a worksheet that may assist you with this.

Upon my receipt of the completed worksheet, I will review and prepare 2 identical contracts that include the pertinent information and itemized price quote. When you receive the contract, examine it carefully, and if satisfactory, sign both copies. Return one to us while keeping one for your records. If you feel a change is needed, call me with the necessary revisions.

You will be required to pay a deposit of \$200.00 with your booking of the Inn. **Sixty days** before your wedding fifty percent of the balance is due, and **two weeks** prior to your wedding the remaining balance must be paid in full. All deposits are nonrefundable; however, the deposit will reserve the area(s) that you will be using. All payments must either be cash, money orders or cashier's checks. **Due to the fees charged by credit card companies and banks we cannot charge events to credit cards.**

I hope that this will answer some of your questions. Please call if you have any other questions or concerns. Looking forward to hearing from you.

Rebecca Hill