

# BANQUET AND CATERING AGREEMENT

## BANQUET ROOM TERMS

- \$50 DEPOSIT REQUIRED TO RESERVE ROOM.

- DEPOSIT IS REFUNDABLE IF CANCELLED WITHIN 30 DAYS.

- TOTAL BILL IS DUE ON THE DAY OF YOUR EVENT.

- WE REQUIRE A GUARANTEED NUMBER OF GUESTS ONE WEEK IN ADVANCE. THAT IS THE NUMBER OF GUESTS YOU WILL BE RESPONSIBLE FOR.

- ALL TAXABLE ITEMS WILL BE ASSESSED TAX.

- IF FOOD IS DELIVERED OFF SITE AN 18% CATERING FEE WILL BE ASSESSED.

- ALL FOOD AND BEVERAGE MUST BE PURCHASED THROUGH OUR FACILITY.

- NO STAPLES, TACKS OR ADHESIVE ALLOWED ON PAINT.

- ABSOLUTELY NO CONFETTI IS ALLOWED.

- ALL FEDERAL, STATE AND LOCAL LAWS WITH REGARD TO FOOD AND BEVERAGE WILL BE STRICTLY ADHERED TO.

- NO FOOD MAY BE TAKEN OFF PREMISE IF SERVED FROM BUFFET.

- NO PARTIES OF 25 OR MORE WILL BE ALLOWED TO ORDER FROM THE REGULAR MENU ON FRIDAY AND SATURDAY NIGHTS

- PRICES MAY VARY ON OUTSIDE CATERING EVENTS

MAIN CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALT PHONE NUMBER: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

NUMBER OF GUEST: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

MENU CHOICES:

\_\_\_\_\_  
\_\_\_\_\_

SPECIAL REQUIREMENTS:

\_\_\_\_\_  
\_\_\_\_\_

- AGREEMENT SHOULD BE RETURNED AS SOON AS POSSIBLE. BANQUETS WILL BE SCHEDULED FIRST COME FIRST SERVE BASIS AFTER COMPLETING YOUR AGREEMENT AND DEPOSIT.

- ATTENDANCE CONFIRMATION MUST BE RECEIVED A MINIMUM OF SEVEN DAYS IN ADVANCE OF YOUR EVENT.

I HAVE READ AND UNDERSTAND BANQUET AND CATERING TERMS.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*IF YOU HAVE A SPECIAL REQUEST NOT LISTED IN THIS AGREEMENT, PLEASE DON'T HESITATE TO CALL\*\*\*