



Name:

Date:

Time:

of Guests:

Party Pricing & Policies

- A rental fee is not charged for the use of our space, but a determined food and beverage minimum must be satisfied. Tax and service charges are not included in this minimum.
- Acceptable forms of payment include Cash, Credit Card or Check. If paying by Cash or Check, final payment must be made one week prior to event.
- Credit Card number and expiration date is required for reservations. You will be charged a \$200 non-refundable deposit at the time of booking.
- All cancellations made more than two weeks prior to event will not receive deposit back. All cancellations made two weeks or less than two weeks prior to event may be charged additional fees.
- Finalized menu selections, floor plan/layout and event timeline are required two weeks prior to your event.
- Final guest count is required one week prior to your event. This is the minimum number of guests you will be charged for.
- If you wish to use outside decorations, you will have access to the space one hour prior to your event start time. No confetti or tape on walls please.
- A \$2 per person charge will be applied for any outside desserts or cake. Our staff will be happy to plate and serve for you.
- A buffet line linen fee of \$59 will be applied. Additional linens and centerpieces for tables also available upon request (fees vary).
- Pricing to be determined for all other special requests.
- Prices are subject to 11.5% food tax, 6% sales tax and a 20% service charge.

Your food and beverage minimum: \$

By signing below, you agree to all of the party pricing and policies listed above.

date _____