



Banquet & Catering Policy

- All rooms are available for meetings, parties, receptions, etc.
- Each guest has the option for a meeting prior to the event to discuss room layout, décor, menu, etc.
- Room Rental fee includes charges for set up, clean up, and wait staff. Rental fee is separate from food/beverage bills.
- Linen Table Cloths and napkins are available on request. Dry cleaning fee of \$1.00 per person will be applied.
- Table décor includes options of tea lights and mirrors upon request for a fee of \$25.00.
- Guests may decorate as they wish prior to the event as long as no structural changes are made to the establishment. (Holes in the wall, ceiling, etc.)
- The Room Rental Fee must be paid one week prior to event. 50% of the food bill will be paid as a deposit one week prior to the event and an estimated head count must be given. The remainder of the bill can be paid after the event.
- Head count will be given one week prior to event for all Banquet & Catering options. Deposit for head count will be given one week prior to the event. For example if there will be 50 guests one week before and only 40 attend the event, customer will still be required to pay for the 50 meals.
- If the amount of food ordered exceeds \$200.00 for Banquet Room Option 3, 4, 5, discounted room rental rates of 50% will be given. Gratuity of 18% included on food bills.
- Banquet Dinner Option 3 & 4 will be served the menu entrees. All you can Eat Buffet Style only applies to Banquet Dinner Option 1 & 2. All other banquet breakfast, lunch, and dinner options are served Buffet Style; All you can Eat.
- Rates for group alcoholic beverages are available.
- Alcohol and bar services are not available off premises with our catering services.
- Servers and wait staff available for catering events at an additional cost
- **If guests have any ALLERGIES TO GLUTEN, please notify the staff one week prior to event to provide substitutions.**

Banquet Room & Rates (per day)

Option 1: Up to 10 people - Room Rental Fee of \$25.00

Option 2: 1-25 persons - Room Rental Fee of \$50.00

Option 3: 1-50 persons (Large Banquet room divided) - Room Rental Fee of \$200.00

Option 4: 1-100 persons (Large Banquet room divided) - Room Rental Fee of \$275.00

Option 5: 1-200 persons (Full Banquet room) - Room Rental Fee of \$400.00

EVENT: _____ SIGNATURE: _____

EVENT DATE: _____ MGR: _____