



2011 Downtown Banquet Room Agreement

A credit card is required to book the facility, no exceptions.

ROOM CHARGE- An \$850.00 **non-refundable** room charge is required for all wedding receptions.

GUARANTEES- The guaranteed number of guests attending your event must be submitted to the catering coordinator seven days prior to the event. If attendance exceeds the guaranteed number, the actual attendance number will be calculated in the final bill. If the final guest count number decreases after the seventh day guarantee has been stated, the customer will be charged the guaranteed number of guests submitted to the catering coordinator seven days prior.

DEPOSITS- A \$1,000 **non-refundable** and **non-transferable** deposit is required for all events at the time of booking.

FOOD MINIMUMS- A \$17.00/person food minimum with a total minimum of \$2,550/whichever is greater in food is required for all wedding receptions, no exceptions.

PAYMENTS- All functions require full payment 7 days before the event unless previously agreed upon with Chef Dominique's catering department.

MENU- All final menu selections must be made at least 30 days prior to the scheduled event.

PRICES- Prices are guaranteed up to 45 days after the event is booked. After 45 days, prices are subject to change but not to exceed more than 15% of the original price at the time of booking.

TAXES & SERVICE CHARGES- Sales tax and service charges are not included in any prices. There will be applicable sales taxes and a 19% service charge added to the final bill.

CANCELLATIONS- Chef Dominique's Catering must receive a written notice of cancellations three weeks prior to the scheduled event. For parties over 75 persons, a 45-day written notice of cancellation is required. You will be charged 50% of the total food bill if you fail to comply with the stated procedure.

INSURANCE & INDEMNIFICATION- Guest shall indemnify and hold Chef Dominique's Catering and its affiliates harmless of any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Chef Dominique's Catering property by guests or any attendee of the function on Chef Dominique's Catering premises.

LIABILITY- Liability for damage to the premises will be charged accordingly. Chef Dominique's Catering cannot assume responsibility for personal property and equipment brought onto the premises.

FOOD & BEVERAGE- No food or beverage may be brought into Chef Dominique's Catering & Banquet Facility. Due to health and insurance regulations, no food or beverage may be taken out of Chef Dominique's Catering, no exceptions. Chef Dominique's Catering reserves the right to confiscate and/or stop the event if these rules are not followed.

LIQUOR- Absolutely no liquor can be brought into the facility. You are responsible for your guests to comply with this rule. We reserve the right to charge \$125 per bottle fee, opened or unopened. Your credit card will be charged immediately, the bottle(s) confiscated, and the person(s) may be asked to leave the premise.

CLEANUP- Chef Dominique's Catering reserves the right to charge an appropriate cleaning/damage fee if the condition of the room after your event deems necessary. All decorations must be removed immediately following the event.

PARKING- Free parking is available after 6:00 p.m. weekdays and all hours Saturday & Sunday in the parking ramp adjacent to the Shriver Square building.

CAKES- You are welcome to provide your own cake. There will be a \$.50/person charge for the Chef Dominique's Catering staff to cut and serve the cake and an additional \$1.00/person charge if the customer uses our flatware and china with tax and service charges being applicable.

ENTERTAINMENT- Chef Dominique's Catering requires live entertainment to cease play at 1:00 a.m.

RESTRICTIONS - Chef Dominique's Catering requires that absolutely no confetti, rice, Silly String, glitter, tape, nails, glue, spray paint or spray of any kind, Play dough or animals (including goldfish) be brought into the facility. No outside food or beverages are allowed. You are not to remove any of Chef Dominique's decor and all candles must be drip-free. Please assemble all decorations before arriving, clean up after yourself, and leave the area the way you found it.

EXTRAS- Chef Dominique's Catering will arrange for special equipment to be supplied for your functions. We will add these charges to your bill plus an additional 10% for our services.

_____DATE_____

Customer Signature

_____DATE OF EVENT_____

Customer Address

_____DATE_____

Stacey Klinnert – Sales Representative