

Policy & Procedure Contract

You must submit a guaranteed headcount no later than 10 days before the date of the event. Confirmed number of guests may not be reduced thereafter. You will be charged for the number of confirmed guests regardless of how many guests actually attend. If additional guests arrive beyond the confirmed number of guests, an additional per person charge will be added to the bill. You will have the option of paying with a credit card or issue a check to *Savoie's Catering*. In the event you are unable to confirm the number of guests, *Savoie's* will prepare food for the estimated number of guests on our banquet function sheet and you will be responsible for paying such bill. Cash bars have a \$250 minimum. If this is not met by the end of the event, the difference must be paid at the close of the event.

Guests will be admitted to the banquet room and expected to depart at the time stated on the catering contract. You are responsible for removing guests at the designated time. 30 minutes is allotted at the end of event time for clean up. If the host decides to extend the time of the event, with approval of *Savoie's*, an additional charge of \$100 per hour will be added to the bill, plus tax and service charge. Host is responsible for additional charges if guests/belongings are not removed in a timely manner.

Layout will be approved by Gerald Savoie/Office Administrator. **If on the day of the event you decide that the previously approved layout does not fit your needs, you will be charged \$10 per table and \$2 per chair to accommodate your new layout.** *Savoie's* reserves the right to move a function to another banquet room if the number of guests decrease.

The banquet is billed at \$100 an hour Sunday through Thursday, with a 3 hour minimum, with no outside set up. Friday is \$600 for 4 hours of room rental with no outside set up. On Saturday the banquet is billed at \$1,200 for four hours and \$100 for every additional hour thereafter for inside only. **There is a \$4,000 minimum food/beverage requirement, on Saturdays only, for events held at "The Catering Place."** No food or beverage is allowed to be brought into the facility. There is an additional \$300 for Ceremonies that take place inside of *Savoie's*. This is a convenience fee and includes the additional set up/break down for an indoor Ceremony area. For use of the outdoor patio, see additional fees insert for pricing.

You may provide puzzles/games for children but no crayons or markers are allowed. **Children with gum or candy will not be allowed in the facility.**

All catering functions are subject to service charges and applicable state and local taxes. A 4% processing fee will be applied to all credit card payments. A 20% service charge will be applied to the final bill. A deposit is required for all catering functions unless prior payment arrangements have been established with *Savoie's*. Deposits are applied to the final bill but are not refundable. Full payment must be made 10 days before the date of the event. **Pricing is NOT negotiable. The price listed and agreed upon will be the price due.**

Decorations are allowed with prior approval of management. **Absolutely nothing may be affixed to the walls, ceilings or furniture of the Catering Place without Gerald Savoie's prior approval. The use of any nails, pins, tacks or tape is specifically forbidden.** Any damage incurred will be billed to the host and should be paid immediately. No birdseed, rice, confetti or sparklers are allowed inside or outside of the facility and are strictly prohibited. **Bubbles and rose petals** are the only items allowed to be thrown for departure of the Bride and Groom. Anything else used without prior approval of management will result in a minimum clean up fee of \$200.

Savoie's is a **NON-SMOKING** facility. Ashtrays are provided for guests to smoke on the front porch **ONLY**. Smoking is not permitted inside or on the back patio. If any guests violates this policy they will immediately be asked to leave and a fine equaled to the deposit amount will be billed and charged to the hosts.

The customer is responsible and shall reimburse Savoie's for any damage, loss or liability incurred by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during and after the function.

All guests must be of legal drinking age (21 years old) to consume alcohol. If we observe underage drinking, we will warn you of the consequences. If it happens a second time, the event will cease and everyone will be asked to leave Savoie's premises. Any guests found sneaking alcohol onto the premises will be asked to leave immediately.

The primary contact, whose signature appears on the contract, is the only person authorized to make any changes to the details of the event unless that person advises otherwise.

All prices are subject to change with notification, when possible.

By signing below, I affirm that I have read the attached Banquet Function Sheet. I understand its contents and the terms and conditions included in this contract.

Printed Name

Signature

Date

Mailing Address

City

State

Zip Code

Phone Number