

# Veranda Banquet Room Contract

2122 Second Street Fort Myers, Florida 33901 (239) 334-8634 (239) 332-7232 fax

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Lunch  Dinner  Plated  Buffet  Hors d'oeuvres  Other \_\_\_\_\_

Bar:  Open  Cash \_\_\_\_\_

A/V Requirements: \_\_\_\_\_

## Menu Selections

Hors d'oeuvres: \_\_\_\_\_

Appetizers: \_\_\_\_\_

Entrées: \_\_\_\_\_

Dessert / Cake: \_\_\_\_\_

**\*\*Cake Cutting Fee - If brought from outside source: \$2.50 per person**

### Banquet Rooms:

ROOM NAME	LOCATION	CAPACITY	ROOM CHARGE
GARNER ROOM	DOWNSTAIRS LOUNGE AREA	12 MAX	\$25.00
YOUNGER ROOM	UPSTAIRS (No Elevator)	40 MAX	\$30.00
YOUNGER ROOM PORCH	UPSTAIRS (No Elevator)	8 MAX	\$15.00
TWIN ROOM	UPSTAIRS (No Elevator)	12MAX	\$25.00
COURTYARD-OUTDOORS	LUNCH - \$100.00 -- ½ CY \$50.00 CEREMONY ONLY- Mon – Sat \$300.00 CEREMONY & RECEPTION M-TR-\$550.00 CEREMONY & RECEPTION – F/S \$800.00 ½ CY Rental - \$100.00	100 SIT DOWN 150 CKTL MIX	M-TR \$250.00 FRI-SAT \$500.00
ENTIRE HOUSE RENTAL	MINIMUM #100 GUESTS BUFFET PRICING FROM \$33.95	250 MAX	M-TR \$2500.00 FRI-SAT \$3500.00 SUN - See Mgmt.

Billing: Visa / Master Card / AMEX # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**\*\*Client agrees to one guest check with 20% gratuity added to final bill**

**NOTICE:** The party making arrangements must guarantee the number of guests to be provided for at least 24 hours prior to date of function and 48 hours prior for parties on Friday or Saturday. If attendance falls below this number, the client agrees to pay for the full guarantee. No allowance or credit will be made for less than this guarantee. If attendance exceeds this number, the quoted price will be paid for each additional cover.

**TERMS:** Cash or Credit upon completion of said event. Other arrangements must be approved by personal contact with the Manager and verified in writing. This contract is VOID if it cannot be performed due to uncontrollable circumstances. It is also agreed that the organization or person making the arrangements for this function will be responsible for all materials and equipment damaged, lost or stolen. Charges will be based on actual cost of such equipment. Minors under the age of 18 years old must be accompanied by at least one adult 21 years or older for the entire length of the function.

X Client Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Rev. 10/10