

Event Contract

INFORMATION			
Client Name:			
Email:			
Company:		Phone Number:	
Address:			
City:	State:	Zip Code:	
Date of Event:	Time:	Guest Count:	
Additional Notes:			

All events are to start no earlier than 5:00pm and ending at 9:00pm

CHOOSE ONE	BANQUET ROOM NAME	LOCATION	CAPACITY	VENUE CHARGE Non-refundable
☐	GARDNER ROOM	DOWNSTAIRS LOUNGE AREA	10 Person MAX	\$50
☐	YOUNGER ROOM	UPSTAIRS (No Elevator)	30 Person MAX	\$100
☐	TWIN ROOM	UPSTAIRS (No Elevator)	20 Person MAX	\$100
☐	COURTYARD-OUTDOORS The Courtyard Fee includes tables, chairs, white linens, china, glassware & cutlery. If you choose to outsource for rental furnishings, it is solely the responsibility of you (the client) to make arrangements for delivery, pickup, set up, etc. <i>For inclement weather day of event see contract located on pg. 3</i>	CEREMONY & RECEPTION Full Courtyard: \$2750.00 Half Courtyard Rental <i>Maximum 25 guests in party</i> Mon – Thurs - \$250.00 Fri – Sat - \$500.00	80 Guests Sit Down Dinner 75 Guests with space for DJ & Dance Floor 150 Guests Cocktail Party	Full Courtyard Fee <i>No Ceremony</i> Mon. - Thurs. \$750.00 Fri. - Sat. \$1250.00
☐	ENTIRE HOUSE RENTAL	MINIMUM 100 GUESTS	200 Person MAX	Mon. - Thurs. \$5,000.00 Fri. - Sat. \$7,500.00 Sunday \$10,000.00
☐ A/V Screen - \$25.00 ☐ LCD Projector - \$200.00 ☐ 3 High Top Tables - \$75.00				

ALL VENUE CHARGES ARE NON-REFUNDABLE AND WILL BE CHARGED UPON RECEIPT OF CONTRACT

Event Banquet Options

MENU SELECTIONS

- ☐ PLATED DINNER
 ☐ BUFFET DINNER
 ☐ HORS D'OEUVRES ONLY
 ☐ SELECT DINNER
- ☐ Veranda Buffet
☐ Southern Buffet
☐ Deluxe Buffet

HORS D'OEUVRES SELECTIONS:

ENTRÉE SELECTIONS:

DESSERT:

CAKE DELIVERY BY (IF APPLICABLE):

Cake Service Fee: \$2.50 per guest

BAR SELECTIONS

\$75.00 Bar Set-up FEE
 Corkage Fee: \$25.00 per 750ml bottle

- ☐ OPEN BAR
 ☐ CONSUMPTION BAR
 ☐ CASH BAR

- ☐ STANDARD BAR PACKAGE
 ☐ PREMIUM BAR PACKAGE

BAR REQUESTS:

All requests will be taken into consideration but are not guaranteed

FLORIST (If Any):

DJ (If Any):

Policies & Rules

- A guarantee (minimum number) is required 72 hours before a scheduled event. The Veranda will charge for the guaranteed number, or the number of guests attending, whichever is greater. If no guarantee is received, the Veranda will prepare and charge for the number of persons estimated for the event order. **Children shall be included in your total count.**
- Because our costs might increase, especially if you book your event many months in advance, we guarantee all of our pricing for thirty (30) calendar days before your event. Should market costs, in fact, increase for food expense, labor and/or other items, The Veranda reserves the right to increase your price in order to meet our increased costs. Any estimate is subject to change; prices are non-binding.
- Final menu selections should be submitted no later than one week prior to the function to ensure availability of the desired menu items.
- All food and beverages, including liquor must be purchased through the Veranda. Cakes & Wine are the only exception. A cake service fee (\$2.50 per guest) and a wine corkage fee (\$25.00 per bottle) will apply.
- All prices are subject to change. Notifications will be made when possible.
- Customer cancellation of the scheduled event will be subject to the following charges...

Within fourteen (14) days of event		Within three (3) days of event	
Parties of 15 guests or less	\$100	Parties of 15 guests or less	\$200
Parties of 16 to 24 guests	\$200	Parties of 16 to 24 guests	\$400
Parties of 25 guests or more	\$300	Parties of 25 guests or more	\$600

- Payment in full is required on the day of event. NO EXCEPTIONS
- Decorations and music are the responsibility of the booking party.
- Any items to be put on walls or any signs must be approved by the Veranda. The use of nails, tacks, adhesive tapes, or pins is prohibited.
- The Veranda reserves the right to move functions to other areas of the facility without prior notification.
- The Veranda reserves the right to inspect and monitor all functions being held on the premises.
- The Veranda will not assume any responsibility for the damage or loss of any merchandise, and/or articles left on the premises before, during, or after your function.
- The customer is responsible and shall reimburse the Veranda for any damage, loss or liability incurred by the Veranda by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during or after the function.
- A cleaning fee will be charged for an excessive mess. The amount will be determined on the size of the mess.
- The Veranda shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Veranda, preventing or interfering with the Veranda's performances.
- If inclement or the threat of inclement weather requires the renting of a tent for the outdoor courtyard space on the date of an event the Veranda Restaurant will coordinate the renting of said tent and will incur 50% of the cost of the rental the other 50% of the rental will be charged to the client.

CREDIT CARD INFORMATION



Cardholder Name:

Card Number:

Expiration Date (MM/YY):

Client agrees to one check with 6.5% FL sales tax added.

The one check agreement entails a single check presented to any party under “The Veranda” private party contract, no matter party size.

One method of payment is to be used.

A 20% gratuity will be added for your convenience.

I have read and understand this agreement and enter into this agreement freely and voluntarily.

Client Printed Name: _____

Client Signature of Approval: _____

Date: _____