

JULIEANNA'S PATIO CAFÉ
Catering and Banquets
Service Agreement

To help insure a successful event, menus, details and arrangements should be completed at least two weeks prior to the date of your event. Any changes made within two weeks prior to the event, other than the number of people attending, will be accepted at the discretion of Julieanna's Patio Café and may be subject to additional fees.

PARTIES AT JULIEANNA'S

All food and beverage for parties at Julieanna's must be supplied by Julieanna's Patio Café. Cakes may be brought in with a \$1.50 per person cake charge. The client, guest nor attendees may bring food or beverage on premises. Julieanna's prohibits the removal of food from the premises held in the Special Events Tent.

Client agrees to begin and end the event promptly at the scheduled time and agrees to have all guests and attendees and other persons associated with the event vacate the function area at the closing hour indicated. All events are subject to a 6 hour maximum. If more time is needed there will be an additional \$200 an hour charge.

Julieanna's will not assume any responsibility for the damage or loss of any merchandise or articles left on premises prior to, during or following your function.

All decorations for parties to be held at Julieanna's must be approved by management. If client is supplying their own candles, a separate contract and linen deposit is required.

Appropriate labor fees will be charged in the event that more than standard cleanup is required at the conclusion of your function. This will include removal of excessive trash, confetti, cartons, etc.

Client assumes full financial responsibility for repair or replacement of any Julieanna's Property damaged by the client or client's attendees.

A portable bar with bartender may be set-up outside in or near the Special Events Tent for best service. There will be no charge for the bartender with drink sales of \$500 or more. Parties with drink sales from the portable bar less than \$500 will incur a bar rental fee of \$50 and labor charge of \$75 for up to three hours and additional \$20 per hour for each additional hour.

A \$700 minimum food and beverage charge is required for reservations of the Private Dining Room.

MENU SELECTIONS - Set menus are to be selected and detailed no less than two weeks prior to the date of your event. Menu changes requested less than two weeks prior to the event may be accepted at the discretion of Julieanna's. Please note that minimums apply to some selections. Printed prices are subject to change.

GUARANTEED ATTENDANCE - A final guarantee attendance number must be received 72 hours (or 3 working days) in advance of your event. This number will determine your minimum guaranteed meals and set-up fee (where applicable) and will not be subject to reduction. Should a guarantee number not be received, the expected number stated on your event order shall become your final guarantee. Julieanna's will set and prepare for the guaranteed number. The greater of either the guaranteed number of attendees or actual attendance will be used to calculate final charges.

SERVICE CHARGE - All food and beverage prices will be subject to an 18% service charge. Additional charges may also apply.

DEPOSITS AND PAYMENTS - A deposit of 20% of the estimated event total is required to confirm your catering or banquet order. Full payment shall be due at the conclusion of the event. Any special payment arrangements must be made prior to the event with the General Manager. All sales are final and will not be subject to reduction or refund.

CANCELLATION - Should cancellation occur, if written notice is received at least 90 days in advance of the scheduled date, all deposits will be refunded. Notice of cancellation received less than 90 days of the scheduled date shall cause forfeit of entire deposit.

By signing below, I agree to these terms on this date _____.

Client Name and Signature

Julieanna's Representative