



2010 Banquet Policies

Room Setup and Fees

Room fees vary according to the size of your group and the timing of your event. Adequate time will be allotted for setup prior to the function. If special set-up, custom decorations and or, additional equipment is required, an additional fee may apply.

Payments and Deposits

Deposits may be required at the time of booking to hold space on a definite basis. Full payment is required no later than the day of the event, unless otherwise arranged. **Deposits are non-refundable.** Final payment is acceptable in the form of cash, credit card, cashier's check or company checks.

Food and Beverage

Liability insurance provisions, county licensing, and state health department regulations **do not** allow food and beverages to be brought into or out of The Seasons. Therefore, all food will be prepared by The Seasons. Leftover food **may not** be taken out of the restaurant. The only exception to this policy would be commercially prepared cakes for birthdays or special events.

Attendance Guarantees

Catered event attendance guarantees are due five business days prior to the event unless otherwise arranged. Once a guarantee is given, your count can always increase, but never decrease from your original guarantee. If we do not receive a guarantee from you, the original count will be assumed to be your guarantee. The Seasons does not prepare additional meals, however, we will make every effort to accommodate additional guests. The charges for catered events will be based on the guaranteed attendance or actual attendance, whichever is greater.

Menus

The contents of our banquet menus are only suggestions. We will be happy to design custom menus tailored to your specific needs.

Pricing

Significant or unexpected increased costs may result in menu price changes. **These menu price changes may be made up to ninety days (90) prior to the function.** All menu prices are subject to an eighteen percent (18%) service charge plus applicable state sales taxes.

Decorations

Room decorating should be arranged by the group coordinator. Certain items such as confetti, glitter, colored crepe paper, wax candles, and rice are prohibited. You must have all decorations approved by the sales and catering staff. All items brought into The Seasons are your responsibility for taking out of The Seasons on the day of your event or a \$50 clean up fee will be charged.

Loss and Damage

We are not responsible for any theft, loss, or damage to articles left on our premises under any circumstances whatsoever. This includes the theft, loss, or damage to the client(s) property and/or that of the guests in attendance. Also, the client is responsible for all loss and damage to the premises that may arise from the guests in attendance.

Client Signature _____

Date _____

Client agrees to the terms and conditions as stated above.