



Wedding Policies and Contract

REQUIREMENTS

Day of the Week	Room Fee May-Jan	Minimum Purchase May-Jan	Room Fee Feb-Apr	Minimum Purchase Feb-Apr
Fri	\$400.00	\$2000.00	\$300.00	\$1500.00
Sat	\$500.00	\$3000.00	\$400.00	\$2000.00
Sun	\$400.00	\$2000.00	\$300.00	\$1500.00

PAYMENT SCHEDULE & ROOM FEE INFORMATION

A deposit/room fee along with a signed contract is required to book a date. Event dates are not guaranteed until both the room fee (cash or check) and signed contract are completed. One month prior to your wedding, a down payment of \$1500.00 / \$2000.00 / \$3000.00 (circle one) for food and beverage and amenities will be due. All charges for food, beverage, amenities and services, plus 18% service charge and current sales tax, less the down payment will be due the day of your event. **We accept cash or check for payments.** There is a 3% service charge if you wish to pay with a credit card. Any payments left outstanding will incur a late payment fee of 3% after 7 days and an additional 3% every week thereafter.

GUARANTEED GUEST COUNT

A final guest count and menu selections are due two weeks prior to your event. The final bill is based upon the number confirmed or the number served, whichever is greater. In the event that minimum purchase is not met, the difference will be added to the bill total to meet the purchase required (before gratuity).

PROVIDED BY THIS CONTRACT

- 1.) All china, flatware, glassware, and disposables associated with our food and beverage services.
- 2.) All tables at your event will be covered with ivory linen tablecloths (Square 81x81). Also included is ivory or your choice of colored napkins. All linens and skirting for head table, L-shaped cake & gift table and buffet table are included.
- 3.) Bartenders and Banquet Servers. The number of servers and bartenders staffed will depend on your final guest count.

FOOD AND BEVERAGE

- 1.) All food and beverage must be purchased from Amore; no food, beer, wine, liquor or other beverages may be brought in from outside. The only exception to this is your wedding cake or cupcakes that come from a licensed vendor.
- 2.) Amore charges **\$1.00 per person for cake cutting service**. This fee includes cutting the cake, serving it on our plates with our forks and the cleanup of these items. We will also wrap any leftover cake for you to take home.
- 3.) Food and beverages purchased at Amore must remain on premise after the banquet is over. Any food left over from a banquet is not allowed to be taken by the guest. Please be accurate with your guest count.
- 4.) A cocktail hour (60 minutes) is provided from the start of your event till dinner service. If you wish to have a cocktail hour longer than 60 minutes there is a charge of \$100 per 30 minutes added to your cocktail hour.
- 5.) Amore's beverage service will stop no later than 12:00 a.m. the night of your reception.

ADDITIONAL OPTIONS & AMMENTITIES

- | | |
|--|---------------------|
| ○ Head Table Riser/Stage | \$20.00/4'x8' riser |
| ○ Cake Cutting/Dessert Service | \$1.00/person |
| ○ 72" Satin or Organza Overlay | \$6.00/table |
| ○ Satin or Organza Table Runner | \$4.00/table |
| ○ Ivory Chair Cover with or without Sash | \$4.00-\$6.00/chair |
| ○ Special Order Color Napkin | \$0.50/guest |
| ○ 18"x18" Center Table Squares | \$1.00 each |
| ○ Audio Package with Wireless Microphone and Podium | \$25.00 |
| ○ Video Package with LCD Projector, 100" screen and two 42" monitors | \$25.00 |
| ○ Audio & Video Combo | \$45.00 |
| ○ Movable 65" TV Monitor on Cart (2 available) | \$15.00 each |
| ○ Decorating/Take Down Service | \$50/hour/person |
| ○ Market Lights | \$150.00 |
| ○ Wedding Ceremony Charge | \$750.00 |
| ○ Extended Cocktail Hour Charge | \$100.00/30 minutes |

DECORATIONS

As long as there is not another function the evening prior to yours, you may decorate at that time. Please call in advance to schedule a time to decorate for your wedding. You **may not use glitter or confetti** of any kind. ***If glitter or confetti are used there will be an automatic cleaning charge of \$100.00 added to your final bill.*** Candles may be used as long as they are enclosed in a protective container. Tape and tacks are not allowed. We recommend using poster putty to attach your decorations. After your wedding ends, all personal items, decorations and centerpieces **must be removed from the building** or packed into boxes, placed in the designated area and picked up the following day. Amore is not responsible for any lost, stolen or damaged property. Cards and/or gifts must be taken with you the night of your event.

MISCELLANEOUS

- 1.) Please contact Amore prior to ordering your invitations to confirm final cocktail hour, dinner and reception times.
- 2.) Amore reserves the right to refuse alcohol service to anyone who is under 21, cannot produce a valid ID or appears to be intoxicated.
- 3.) A valid credit card number will be taken and put on file in case of damages caused by yourself or your guests to linens, rental items or Amore property. This card will also be used to cover any unpaid balances that are past their due date(s). Unpaid balances that are charged to the credit card on file will also incur a 3% service fee. In the event that any check payments do not clear, an additional fee of \$50 plus the 3% will be added and charged to this credit card. By signing this contract, you authorize Amore Banquet Hall to charge your credit card without consent. You will receive a copy of the credit card transaction via email.
- 4.) If any damages occur to linens (wax, burns, permanent stains) there will be a damage charge of \$25.00/table linen, \$2.00/napkins and \$60/table skirt.
- 5.) All menu and amenity prices are subject to change up to 10% without notice.

CANCELLATION POLICY

The deposit/room fee is non-refundable. The down payment due one month prior to the event will not be refunded or applied unless an alternative date for the event is booked.

Date of Function: _____/_____/_____

Estimated Number of People: _____

Date \$_____ non-refundable room fee was made: _____/_____/_____

Check #_____ Cash_____ Received by_____

Date completed Wedding Checklist is due: _____/_____/_____

Date \$_____ down payment is due: _____/_____/_____

Date final menu selections and guest count are due: _____/_____/_____

Security Credit Card Number: Visa / MC / Amex / Disc _____ - _____ - _____ - _____

Expiration Date: _____/_____

You understand that this signed contract must be accompanied by a non-refundable deposit to secure your date. By signing this contract you are agreeing to make the proper payments at the dates specified in this contract.

I / We agree to the above statements and terms of this contract:

Customer Name(s) – Please Print

_____ / _____ / _____

Customer Name(s) – Please Sign and Date

I agree to provide the services of this contract:

_____ / _____ / _____

Amore Management – Please Sign and Date