



## Banquet Policies and Contract

### MINIMUM REQUIREMENTS AND FEES

Day of the Week	Room Fee 7 or less hours	Room Fee 8-12 hours	Minimum Purchase
Mon	\$0.00	\$75.00	\$1000.00
Tues	\$0.00	\$75.00	\$1000.00
Wed	\$0.00	\$75.00	\$500.00
Thur	\$0.00	\$75.00	\$500.00
Fri	\$75.00	\$100.00	\$500.00
Sat	\$100.00	\$150.00	\$1500.00
Sun	\$75.00	\$100.00	\$500.00

### PAYMENTS & ROOM FEE INFORMATION

Along with the room fee 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. Room fees for events do not count towards the minimum purchase requirement and are not deducted from your final bill. All charges for food, beverage, amenities and services, plus 18% service charge and current sales tax will be due the day of your event. **We accept cash or check for payments.** There is a 3.5% service charge if you wish to pay with a credit card.

### 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.) Use of Amore Banquet Hall for up to 7 hours / 12 hours (circle one) with 1 hour allowed before the start of event for setup, delivery, or decorating.
- 2.) All china, flatware, glassware, and disposables associated with our food and beverage services.
- 3.) All tables at your event will be covered with ivory linen tablecloths (Square 81x81). The number of tables set up for your event depend on the guest count and nature of your event. Cloth napkins are included with only certain menu options. Cloth napkins are available at a per person charge of \$1.00 for menu options that do not include cloth napkins.
- 4.) 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 cakes or desserts that come from a licensed vendor.
- 2.) 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.
- 3.) 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 (when applicable)
- 4.) Amore's beverage service will stop no later than 11:00 p.m. the night of your event (or maximum of 7 hours / 12 hours (circle one) after the start of your event).
- 5.) Amore reserves the right to refuse alcohol service to anyone who is under 21, cannot produce a valid ID or appears to be intoxicated.
- 6.) All menu and amenity prices are subject to change up to 10% without notice

## DECORATIONS

You may have access to the hall up to 1 hour prior to the start of your event. Please contact Amore in advance to schedule a time to decorate for your event if more than 1 hour is needed for setup. 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.

## ADDITIONAL OPTIONS & AMMENITIES

- Head Table Riser/Stage \$40.00/4'x8' riser
- Cake Cutting/Dessert Service \$1.00/person
- Audio Package with Wireless Microphone and Podium \$25.00
- Video Package with LCD Projector, 100" screen and two 42" monitors \$35.00
- 65" Satellite TV Monitors (2 available) \$25.00 each
- Audio & Video Combo \$50.00
- Additional Tables with Tablecloth ( registration/gift/awards/etc.) \$5.00 each
- Additional Tables with Tablecloth and Skirting \$10.00 each
- Decorating/Take Down Service \$50/hr/person
- Table Overlays, Runners, Chair Covers, Sashes, Etc. Ask for pricing & options
- Cocktail Hour Extension Charge \$100.00/30 minutes

Date of Function: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Estimated Number of People: \_\_\_\_\_

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

Check# \_\_\_\_\_ Cash \_\_\_\_\_ Received by \_\_\_\_\_

Date final menu selections and guest count are due: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Security Credit Card Number: Visa / MC / Amex / Disc \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

By signing this contract you are agreeing to pay for your banquet on the date and time that you have booked. You understand that a signed contract must be accompanied by a non-refundable room fee.

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