

## Catering/Hall Rental Policy Guidelines and Disclosure Form

- **Hall Rental Pricing (Basic)**

Basic Hall rental is \$600.00. This includes: Hall all day, Tables and Chairs

- **Hall Rental Pricing (Premier)**

Premier Hall Rental is \$1200.00 This Includes: Hall all day, Tables, Chairs, White Linens, China, Flatware, Stemware, Some set up and Some clean up.

- **Reservation Deposit**

All reservations are considered tentative until both a \$500.00 non-refundable deposit and a signed contract have been received and accepted by the Banquet Manager.

- **Decorations**

You must get permission from the Banquet Manager before using any tape, nails or tacks. The use of glitter, confetti, bird seed or rice is not allowed. All floral arrangements need to be in a finished state. Removal of all decorations, equipment and floral arrangements is the responsibility of the host immediately following the event.

- **Menu and Entrée selection**

The Banquet Manager will work with you to finalize your menu selections no later than 14 days prior to your event. All menu items are priced for a Buffet style dinner. We do offer a table service option for an additional fee. At which time 50% of the total food bill is due. This is non-refundable.

- **Corkage Fee**

If you would like to bring in your own alcoholic beverages, there will be a corkage fee of \$500.00. Ice, Ice buckets, glassware, mixers, draft systems will need to be provided by you. You must also provide a Banquet Permit from the Washington State Liquor Board. (Available at all Liquor stores)

- **Beverage Service**

A bar will be set-up specifically for your function if requested. Your set-up will include a full standard bar. Mixers, ice and glassware are provided as part of this service. A bartender will be provided for your event. A bartender fee of \$100.00 will apply if the bar revenue does not exceed \$500.00. We offer two types of bar service.

**Hosted Bar:** The hosted bar will be computed on the amount of drinks consumed. (each cocktail, beer or glass of wine) A food and beverage service charge and applicable taxes will be added to the bill.

**No Host Bar:** All cocktails, beer and wines will be sold on a cash basis.

- **Guarantees**

The expected attendance must be specified to the Banquet Manager no later than 14 days prior to the event. This number is considered a guarantee, not subject to reduction and is the minimum number for which you will be charged. If no guarantee is received within this period you will be charged on the number of persons estimated on your banquet contract.

- **Outside caterers**

Any outside catering may be subject to additional charges, all outside catering must be 100% self sufficient. At no time will our kitchen area be made available to you or any outside parties.

By signing below, I am acknowledging that I have read and accept the above stated Policies and Guidelines.

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Group Representative

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Date

