

NORTHVIEW BANQUET HALL

CONTRACT

CLIENT INFORMATION

NAME: _____ EVENT DATE: _____
ADDRESS: _____ EVENT TYPE: _____
CITY: _____ GUESTS: _____
STATE: _____ ZIP: _____ ARRIVAL TIME: _____
EMAIL: _____ CATERING: Y / N - DINNER TIME: _____
HOME : _____ CELL #: _____ WORK#: _____

Beverages/Food

- ◆ Set-up arrangements are by appointment only.
- ◆ You must meet with the Banquet Manager no later than 14 days prior to the event to discuss event details.
- ◆ You must provide Northview Banquet Hall with a guaranteed number when catering.
- ◆ No catered food is allowed to leave the Northview Banquet Hall premises.
- ◆ You may bring in your own caterer; an additional \$2.00 per guest service charge will be applied without any exceptions.
- ◆ All Caterers must be approved by Northview Banquet Hall.
- ◆ Outside Catering companies must contact Northview Banquet Hall prior to event.
- ◆ Beverage service can be added to any event.
- ◆ All beverages must be purchased through Northview Banquet Hall. No exceptions, unless given permission from Banquet Manager.
- ◆ A non-refundable \$50.00 deposit fee will be applied to any kegs put on reserve for your event. This fee will be applied to your keg only when purchased.
- ◆ Any additional kegs purchased that were not put on reserve during your event will have a \$50.00 service charge applied toward the keg fee at the time of purchase.

Guarantee/Cancellation

- ◆ All events must provide Center Court a final attendance number 14 days prior to the event.
- ◆ The final attendance number when catering will be the guarantee. Anything below the number given at the time of the signed contract will not be accepted along with the initial guaranteed number being the lowest attendance billed.
- ◆ Any additional food counts that are added after the two weeks prior to the event will be considered "late" and an additional \$1.00 will be applied.
- ◆ Northview Banquet Hall agrees the food at catered events will be out on time.

- ◆ Advance Deposit is non-refundable if cancellation is made 90 days or less prior to the event. 50% of the hall deposit will be kept if event is cancelled either way.

Banquet Room

- ◆ Included in the hall rental is: set-up, clean-up, tables, chairs, podium, screen, projector, dance floor, and stereo equipment.
- ◆ All decorating is up to the client. No confetti, rice, or birdseed. Attaching anything to walls, doors, or fixtures is not allowed.
- ◆ Northview Banquet Hall will be ready to receive your guests at the time indicated on the contract.
- ◆ Northview Banquet Hall will set up and provide linen for catered events only. You are able to order linen through our vendor if requested.
- ◆ Entertainment is solely left up to the client. DJ's must be done at 12:00 a.m. and out by 1:00a.m. Northview Banquet Hall has the right to control volume restrictions.
- ◆ Client must have guests vacate the hall by 12:15a.m. Clients and guests cleaning up garbage and decorations must vacate the hall by 1:00a.m.

Deposits/Payments

- ◆ A deposit of 30% of the hall rental or a minimum of \$200.00 must be provided at the time of reservation in order to hold your event date. The hall deposit will be applied to the final bill.
- ◆ 100% of deposit will be kept unless notification is given 90 days prior to the event. 50% of the hall deposit will be kept if event is cancelled either way.
- ◆ Payments may be made up until the day before the event date.
- ◆ Final Payment is expected prior to the event date unless agreement is made with Banquet Manager.
- ◆ The client must provide a \$250.00 deposit prior to the event in case damages or additional charges are incurred by the client or client's party.

Name on Card: _____ Card Type: _____
 Card #: _____ Exp. Date: _____ Security Code: _____
 Signature: _____ Date: _____

Damages

- ◆ Notification of damages and charges will take place.
- ◆ Northview Banquet Hall is not responsible for supervising client's guests or their behavior.
- ◆ Northview Banquet Hall is not liable for any damages or loss of property to client's or client's guest's property.
- ◆ Client will be responsible for any additional fees client and/or client's party incurs during the event, and will be billed accordingly

If any altercations arise where the police are called, forfeiture of your \$250.00 deposit will take place without any exceptions

Gratuity/Sales Tax

- ◆ An 18% service/labor charge will be applied to the final check. This includes food, beverages, rentals, and all services.
- ◆ A State Sales Tax rate of 5.1% will be applied on all food and beverages

 Customer Signature _____ Date _____

Printed Customer Name _____

Hall Representative _____ Date _____

Printed Name _____ Deposit _____