



GENERAL POLICIES

Food, Beverage and Banquet Equipment & Supplies

The Fountains Banquet and Conference Center must provide all food, beverages, set up, and related items. This includes the rental of tables, chairs, linens, service ware, etc. Any remaining food and/or beverage items may not be removed from the facility. All prices and menus are subject to change at any time prior to your banquet event order being signed and returned to our sales office. All food, beverages and related items are subject to a 20% service charge and a 9% sales tax. In addition, any outside services handled by The Fountains Banquet and Conference Center will be subject to the 20% service charge and a 9% sales tax. Non-food and beverage items are subject to a 9% tax.

Clients with a signed contract and deposit are eligible for a tasting for up to 4 guests. Clients who have not yet booked may purchase a tasting for \$100.00.**

**(SOME RESTRICTIONS APPLY)*

ALL FOOD AND BEVERAGES ARE PROVIDED EXCLUSIVELY BY THE FOUNTAINS BANQUET AND CONFERENCE CENTER. AS LICENSEE, NO FOOD OR BEVERAGES (INCLUDING ALL ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES) MAY BE BROUGHT INTO THE FACILITY.

Please note that prices and menus are subject to change at any time. Menus should be finalized at a minimum of 30 days (one month) prior to the event.

❖ Deposit Requirement

A \$500.00 deposit for each room that is booked will be required at the time of booking. No event will be considered "definite" status without the payment of the deposit. All deposits are non-refundable.

❖ Guarantees

The guaranteed number of guests should be communicated to our office seven (7) business days prior to the event date. You may increase the number of guests up to 48-hours prior to the event, but you may not decrease the number once the guarantee has been given. All charges will be based on the guaranteed number, or actual attendance, whichever is greater.

❖ Payment Schedule

90 days prior to the event: 50% prepayment is due on the expected food and beverage minimum.

30 days prior to the event: 50% prepayment is due on the remaining food and beverage minimum. Schedule meeting to discuss food and beverage needs. Finalize menu selection and all details.

Seven (7) business days prior to the event: Final count is due along with 100% of the total event charges.

❖ Cancellation Policy

In the event of cancellation of an agreement, through no fault of The Fountains Banquet & Conference Center, the following charges apply:

30 – 90 days prior to the event: total deposits received.

21 days prior to the event: 100% of expected revenue from food and beverage services.

❖ Service Charges and Taxes

There will be a 20% service charge added to the event total. A 9% sales tax will be applied to all food, beverage and any other charges.

❖ Decorations

The Fountains Banquet and Conference Center will provide one (1) mirrored tile and three (3) votive candles for the center of each table. Standard tablecloths and napkins also come with the room. Upgraded tablecloths, napkins and chairs are available upon request at an additional cost.



While choosing decorations for your event, please keep in mind the following guidelines:

- You may not affix any items to the painted walls. You may attach posters, etc. to the air walls with pushpins.
- The Fountains Banquet and Conference Center is not responsible for setting up any items you wish to bring in for your event
- All candles must be enclosed in a container that protects the flame.
- You may not use confetti, beads or glitter on the tables, as it will remain with us long after your event. If confetti or glitter is used, there will be a \$200 clean-up fee assessed
- We allow access two hours prior to the scheduled event start time for set-up, unless otherwise established when booking.
- The Fountains will not be responsible for any items left in the facility after the event.

➤ **Weekday Rates Ballroom**

Room	Rental	Minimum for Food & Beverage
Amanti	\$300	\$1,200
Botticelli	\$500	\$2,000
Crystal	\$500	\$2,000
DaVinci	\$500	\$2,000

**Rooms rented without meeting the Food & Beverage Minimum may be charged set up fees.*

➤ **Weekday Rates Conference Center**

Room	Rental
Conference Room 1	\$275
Conference Room 2	\$175
Conference Room 3	\$175
Conference Room 4	\$175
Conference Room 5	\$175
Conference Room 6	\$225

**Additional fees may apply for events starting prior to 7:00 am and ending after 5:00 pm.*

➤ **Weekend Rates Ballroom**

Room	Rental	Minimum for Food & Beverage	Friday evening- Food & Beverage Minimum
Amanti	\$300	\$3,500	\$2,000
Botticelli	\$500	\$5,000	\$2,000
Crystal	\$500	\$5,000	\$2,000
DaVinci	\$500	\$5,000	\$2,000

➤ **Weekend Rates Conference Center**

Room	Rental	Food & Beverage Minimum
Conference Room 1	\$275	\$1,250
Conference Room 2	\$175	\$750
Conference Room 3	\$175	\$750
Conference Room 4	\$175	\$750
Conference Room 5	\$175	\$500
Conference Room 6	\$225	\$1,000

**All weekend events have a four-hour rental time period. The event may be extended up until midnight for an additional \$100 per hour.*