

## **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. Remaining food and 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.*

*The Fountains Banquet and Conference Center will provide you with a list of qualified vendors that range from cake specialists to party rental firms, to florists and entertainment. Should you require services from a vendor not on our approved vendor list, approval must first be obtained. Please have the vendor seeking approval contact your salesperson at the Fountains Banquet and Conference Center.*

*Should you request a tasting of the menu you have selected prior to your event being booked at our facility, there will be a \$350.00 charge to cover costs of scheduling space and arrangements for such a tasting. You may have as many as six people at a tasting without a price increase. Any number over six will increase the cost by an additional \$50.00 per person. If the event is booked with the Fountains then \$200.00 will be credited to your invoice.*

**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 at least be finalized 30 days (one month) prior to the event.***

### **Guarantees**

*The guaranteed number of guests should be communicated to our office four (4) 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**

*60 business days prior to the event: Schedule meeting to discuss food and beverage needs. 50% prepayment is due on the expected food and beverage selection.*

*30 business days prior to the event finalize menu selection and all details.*

*4 business days prior to the event: 100% of expected revenue from food and beverage services, final count is due.*

**Payment Schedule (continued)**

*We will require a guaranteed guest number four (4) business days before the day of the event. Final payment for food, beverages and other charges will be required at this time. Your pre-event billing will reflect the guaranteed attendance and any estimated charges. Once a guarantee is given, it may be increased but not decreased. We accept payments made by cash, check, money order or credit card.*

*We will present you with a final invoice at the conclusion of your event for any unpaid balance due to charges incurred during your event. The balance is due and payable at the conclusion of your event. Any unpaid balance may be applied to your credit card number on file in our sales office. Any refund due and payable, due to overpayment, will be refunded within 30 days of the date of the event. The Fountains Banquet and Conference Center shall be entitled to interest on delinquent amounts at the rate of 21% annually, together with attorney fees and other costs of collection. Customer agrees that The Fountains Banquet and Conference Center shall be entitled to all damages suffered, together with attorney fees for customer breach of contract. **SERVICE CANNOT BE RENDERED WITHOUT A SIGNED COPY OF THIS CONTRACT ALONG WITH PRE-PAYMENT.***

**Cancellation Policy**

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

*30 business days prior to the event: 50% of expected revenue from food and beverage services.*

*(14) Business 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% tax will be applied to all food and beverage and any other charges.*

**Room Assignments**

*Room assignments are made according to anticipated guest attendance at the time the reservation is made. The Fountains Banquet and Conference Center reserves the rights to change room reservations to best accommodate either the increased or the decreased number of guests. Room assignments will be determined four (4) days prior to the event. Room set-up may also be considered in determining room assignments.*

**Tax Exempt Status**

*Organizations that are tax exempt are required by law to provide The Fountains Banquet and Conference Center with a Tax Exempt Certificate. **PLEASE BEAR IN MIND THAT EVEN IF YOUR ORGANIZATION IS TAX EXEMPT, YOU ARE EXEMPT FOR A FOOD FUNCTION ONLY WHEN THE EVENT IS A FUNDRAISER.***

### **Deposit Requirement**

*A deposit equal to your room rental fee is required at the time of booking. No event will be considered "definite" status without the payment of the deposit. All deposits are non-refundable.*

*A minimum deposit of \$500.00 will be required for each room at the time of booking. An additional \$500.00 will be required for each additional room booked. The deposit amount is due within fourteen (14) days of booking. This regulation policy will be applied to all room usage.*

### **Decorations**

*The Fountains will provide a 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 & 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 \$100 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.*

### **Outside Vendors**

- *All DJ's, Bands, Musicians, etc. must sign The Fountains policy letter regarding the logistics and requirements to play in our facility.*
- *Audiovisual needs, rental items, transportation, decor, local overnight accommodations, and additional meeting services can be arranged through our Sales office.*

➤ **Weekday Rates Ballroom**

<b>Room</b>	<b>Rental</b>	<b>Minimum for Food &amp; Beverage</b>
Amanti	\$300	\$1,200
Botticelli	\$500	\$2,000
Crystal	\$500	\$2,000
DaVinci	\$500	\$2,000

*\*Set-up fees may be applicable.*

➤ **Weekday Rates Conference Center**

<b>Room</b>	<b>Rental</b>
Conference Room 1	\$275
Conference Room 2	\$175
Conference Room 3	\$175
Conference Room 4	\$175
Conference Room 5	\$175
Conference Room 6	\$225

*No food & beverage minimum. The set-up fee is included in the room pricing.*

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

➤ **Weekend Rates Ballroom**

<b>Room</b>	<b>Rental</b>	<b>Minimum for Food &amp; Beverage</b>	<b>Friday evening- Food &amp; Beverage Minimum</b>
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**

<b>Room</b>	<b>Rental</b>	<b>Food &amp; Beverage Minimum</b>
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

*\*Any weekend event has a four hour rental time period; the event may be extended up until midnight for an additional \$100 each hour.*

*\* The Food & Beverage minimum includes any client hosted bar, hors d' oeuvres, and meal service.*

*All menus are subject to a 20% service charge and a 9% sales tax.*