

Savannah Rose

Banquet & Meeting Facility

Facility Contract RULES AND REGULATIONS

DEPOSIT POLICY... A deposit of \$900.00 fee and a signed lease agreement is required to hold reservations more than 30 days. For a 100 people or less a deposit of \$450.00 is required. The deposit is non-refundable for events cancelled less than 30 days after contract is signed. Lessee must submit all cancellations in writing. **There will be a \$150.00 charge for damage fee, which will be refundable. The Rental Amount must be paid in 3 months. The food amount must be paid for 30 days prior to the event date in full.**

SMOKING... Savannah Rose is a smoke-free facility. Smoking is prohibited.

- **ALCOHOL POLICY/SECURITY...** All events are required to have (2) police officer as security with a party of 125 people or more. Savannah Rose will provide a selected officer, however the cost of \$275.00 is the lessee's responsibility and due at time of signing contract. For a 100 people or less the selected officer charge is \$175.00. Clients may bring in their own wine and champagne, however, we will charge to chill and serve. Savannah Rose assumes no liability for alcohol served or provided by the client. Individual guests may bring alcohol into the facility but must be mixed by a bartender. There are no Exceptions. **We reserve the right not to serve minors even if accompanied by an adult.**

BUILDING DISFIGURATION... No holes may be drilled, cored or punched in the building. Painting is prohibited anywhere on premises. In any instance where there is risk of damage to carpeting, a protective coating, such as plastic, must be used. Lessee is responsible for the repair of any damage or disfiguration to the facility. Owner at additional cost will provide candles. (Drip-less)

PHOTOGRAPHER/VIDEOGRAPHER & DJ REQUIREMENTS... It is the responsibility of the lessee to inform Savannah Rose with the name of the, photographer/videographer and DJ.

- **CAKE CUTTING...** There will be a \$75.00 charge for Savannah Rose to cut the bride & groom cake. If you have a designated person cutting both cakes, please notify me at the time the contract is signed. All cake boxes must be provided for the remaining cake that is left including the Bride's top cake. There will be a charge for aluminum foil and saran wrap.

Any left over cake display equipment will be disposed.

- **BARTENDER CHARGE...** There will be a \$150 charge for use of bartender for the entire event. **Set-up Fee for ice and chilling is \$100.00.**

CLEANING... Cleaning is included in the pricing of the event.

RENTAL TIMES... All events will conclude at 2:00 A.M. No events can exceed past 2:00 A.M., **NO EXCEPTIONS.** There will be a \$25.00 fee charge for every 10 minutes the event exceeds the designated time.

DECORATOR... Decorators are only allowed to come in two (2) hours before the event.

SET-UP TIMES FOR DJ's... (2) hours only, time extended longer than will require a fee of \$125.00 each additional hour.

REHEARSAL... Rehearsal will be given only on Monday-Thursday for 1 ½ hours to those clients who are having a wedding at Savannah Rose. **THIS DOES NOT INCLUDE REHEARSAL DINNER.**

VIEWING OF FACILITY.... Only 2 appointments per client viewing.

CATERER... SAVANNAH ROSE WILL NOT ALLOW OUTSIDE CATERERS.

RETURN CHECK POLICY... There will be a \$25.00 charge for returned checks.

CREDIT CARD USERS... Credit cards are accepted with a 4% charge for all credit card transactions. There will be a \$30.00 cancellation fee on credit card users.

GRATUITY & TAX... There will be a 8.25 % tax added to all food items and 18% gratuity.

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Facility Contract
CONTRACT

NAME OF PARTY RESPONSIBLE FOR PAYMENT: _____
(MUST BE SAME AS PERSON SIGNING)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

HOME PHONE: _____ WRK.PHONE _____

Approximate number of guest expected: _____

Date of Function: _____ Type of Function _____

Time of Arrival: _____ Completion Time: _____

Amount of Booking Fee: _____ Color: _____

(\$900.00 minimum) Ice Sculpture # _____

Down payment _____ Texas Driver License _____

By signing this contract you agree to pay the charges outlined on the price list attached which is made part of this agreement. On consideration for your promise to pay said charges, we agree to reserve Savannah Rose on the date reserved and for hours reserved. This contract is subject to the following terms and conditions:

1. A minimum booking fee of \$900.00 is required to reserve any day or time which will be deducted from the price. Booking fees may not be transferred to another date after 90 days of the initial contract date. The booking fee can not be transferred to a third party.
2. The balance for rental amount of contract must be paid within 3 months of booking. The food amount must be paid 30 days prior to the event date in full. If catering balance is received after 30 days, the payment must be made in form of a cashier's check, money order or cash. NO CHECKS! Payment must be made at least 14 calendar days prior to the event in order to received catering services.
3. A \$275.00 fee will be added to each event for a selected police officer. For a 100 people or less the charge is \$175.00
4. The number of guest must be confirmed at least 14 days prior to the event.
5. A written notice for all cancellations or postponements must be made 30 days after booking. Any notice made after the 30 days will carry a cancellation fee of \$900.00.
6. Savannah Rose will not be liable for any cancellation due to Acts of God, Arson, criminal acts, natural disasters, war, riots, civil insurrection or other causes beyond the control of Savannah Rose.
7. No date is considered reserved without a signed contract.
8. No RED PUNCH, RICE, CONFETTI, BIRDSEED, or GLITTER may be dispersed in the facility. **Bubbles, Rose Petals and Potpourri, are allowed.**

I acknowledge that I have read and understand the terms of this contract and have received a copy for my files.

SIGNED: _____ SIGNED: _____
Client Savannah Rose

DATE: _____ DATE: _____