



## Nick & Angelo's **Party Room** **Policies and Procedures**

### **Please Read, Print, and Sign**

The following catering Policies and Procedures are established to assist you in arranging your function. These policies and procedures are intended to insure the highest level of quality in your food and beverage services, and to assist you in the initial planning stages of your event.

### **Booking, Date, Reservations, and Payment Schedule**

Date reservations are required to secure our services and date.

It is not necessary to have decided on menu or event particulars at this time. A **non-refundable** deposit in the amount of \$300 is required to secure the date. Any and all additional payments received are also **non-refundable**.

### **Menu Selection and Event Particulars**

The detailed menu and service agreement should be finalized no later than three (3) weeks prior to the event date. It should be noted that your pricing is tied to the amount of guests that attend. If your guest count goes under the estimated or minimums amounts, this may influence your pricing.

### **Guarantees**

To insure the highest level of quality in your food and beverage services, final guarantees (number of servings for which you will be billed) for food and beverage functions must be received no later than seven (7) business days prior to the event date. This count is not subject to reduction within this period, and you will not be refunded if fewer guests attend. If a final guaranteed number is not given seven (7) business days in advance, you will be billed, and we will prepare for, the original estimate.

### **Payment in Full is due and Payable prior to your event**

Payment in full must be made (3) three days prior to your event. It can be made with credit card or cash. If paying by check payment is required (5) five days in advance of your event.

### **Cancellations**

**All deposits and/or payments are non-refundable.**

### Management Fees and New York State Tax

On all food and/or beverage functions, there will be a 20% Management Fee and 8% New York State Sales Tax applied

### Food and Beverage Requirements

In order to safeguard against health and liquor liability, **no food and beverage** may be brought into or taken out of the facility. **All** food and beverage items purchased and consumed are required to be purchased through Nick & Angelo's. All remaining food and beverages after the event's completion are property of Nick & Angelo's.

### Discounts

There is a 3% discount given if you choose to pay with cash.

### Exceptions

On occasion and with prior permission we will allow special cakes or desserts due to dietary requirements. This exception will incur a \$1 per person service fee.

### Party Room Charges and Set-Up Fees

Under- 40

Sunday–Thursday- \$125

Under- 50

Friday– Saturday \$150

Over 40

Sunday – Thursday \$0

Over 50

Friday – Saturday \$0

Name\_\_\_\_\_

Home Phone\_\_\_\_\_Cell Phone\_\_\_\_\_

Address\_\_\_\_\_

Email Address \_\_\_\_\_

Estimated Attendance\_\_\_\_\_

### I Agree to the Terms of this Contract

\_\_\_\_\_Date\_\_\_\_\_

Signature of person responsible for payment