

**JULIEANNA'S PATIO CAFÉ**  
**Catering and Banquets**  
**Service Agreement**

To help insure a successful event, menus, details and arrangements should be completed at least two weeks prior to the date of your event. Any changes made within two weeks prior to the event, other than the number of people attending, will be accepted at the discretion of Julieanna's Patio Café and may be subject to additional fees.

**PARTIES AT JULIEANNA'S**

All food and beverage for parties at Julieanna's must be supplied by Julieanna's Patio Café. Cakes may be brought in with a \$1.50 per person cake charge. The client, guest nor attendees may bring food or beverage on premises. Julieanna's prohibits the removal of food from the premises held in the Special Events Tent.

Client agrees to begin and end the event promptly at the scheduled time and agrees to have all guests and attendees and other persons associated with the event vacate the function area at the closing hour indicated. All events are subject to a 6 hour maximum. If more time is needed there will be an additional \$200 an hour charge.

Children must be accompanied by an adult at all times. Running, shouting and games such as tag and hide-and-seek are prohibited within the Julieanna's grounds, dining areas and special events area.

Julieanna's will not assume any responsibility for the damage or loss of any merchandise or articles left on premises prior to, during or following your function.

All decorations for parties to be held at Julieanna's must be approved by management. If client is supplying their own candles, a separate contract and linen deposit is required.

Appropriate labor fees will be charged in the event that more than standard cleanup is required at the conclusion of your function. This will include removal of excessive trash, confetti, cartons, etc.

Client assumes full financial responsibility for repair or replacement of any Julieanna's Property damaged by the client or client's attendees.

A \$700 minimum food and beverage charge is required for reservations of the Private Dining Room.

**MENU SELECTIONS** - Set menus are to be selected and detailed no less than two weeks prior to the date of your event. Menu changes requested less than two weeks prior to the event may be accepted at the discretion of Julieanna's. Please note that minimums apply to some selections. Printed prices are subject to change.

**GUARANTEED ATTENDANCE** - A final guarantee attendance number must be received 72 hours (or 3 working days) in advance of your event. This number will determine your minimum guaranteed meals and set-up fee (where applicable) and will not be subject to reduction. Should a guarantee number not be received, the expected number stated on your event order shall become your final guarantee. Julieanna's will set and prepare for the guaranteed number. The greater of either the guaranteed number of attendees or actual attendance will be used to calculate final charges.

**SERVICE CHARGE** - All food and beverage prices will be subject to an 18% service charge. Table service will be provided for all contracted events unless quoted otherwise. Additional staffing may be charged at the rate of \$120 per additional server/bartender. Minimum staffing is recommended to be approximately one server to 20 guests for table service or one server to 30 guests for buffet and family style service.

**DEPOSITS AND PAYMENTS** - A deposit of 20% of the estimated event total is required to confirm your catering or banquet order. Full payment shall be due at the conclusion of the event. Any special payment arrangements must be made prior to the event with the General Manager. **All sales are final and will not be subject to reduction or refund. Julieanna's gift cards will not be accepted for payment.**

**CANCELLATION** - Should cancellation occur, if written notice is received at least 90 days in advance of the scheduled date, all deposits will be refunded minus a \$75 cancellation fee. Notice of cancellation received less than 90 days of the scheduled date shall cause forfeit of entire deposit.

By signing below, I agree to these terms on this date \_\_\_\_\_.

\_\_\_\_\_  
Client Name and Signature

\_\_\_\_\_  
Julieanna's Representative