

# BANQUET POLICIES

No room will be held for more than 5 days without a deposit.

A deposit of :     \$75.00 for up to 60 people  
                      \$150.00 for 61-99 people  
                      \$275.00 for 100-149 people  
                      \$500.00 for 150-300 people

will be required with the return of a signed contract. The initial deposit is considered a security deposit and will be mailed back within 14-business day after your event concludes if no damage is incurred or excessive cleaning is required. In the event you book the entire Venetian Room, a second deposit is required in the amount of \$1,000.00 due and payable within four months of the dating of this contract. This deposit will be returned to you in the form of a reduction to your initial bill.

A guaranteed minimum dollar amount of \$5,750.00 spent in food and beverage will be required for a Saturday evening function this does not include service or tax fees.

In the event of a cancellation the first deposit you made is forfeited. In the event a second deposit has been received and notice of cancellation is made to us in writing and we are able to re-book the room generating the same amount in funds, ½ of your second deposit will be refunded. If we are unable to rebook, you will forfeit the entire second deposit.

The Venice Club reserves the right to assign the facility most suited to the size and type of function being held. Specific room assignments can only be assured by strict adherence to minimum guarantees. Failure to meet minimum room requirements will result in forfeiture of room or deposit. Room minimums are as follows:

**Stefano Room** 15-40 people (Fewer than 15 adults requesting a private room will be charged a minimum room charge of \$75.00)

**Venetian Room** 150-300 people

**Venetian Room East** 35-60 people

**Venetian Room Center** 15-40 people

**Venetian Room West** 45-90 people

Unless credit terms have been previously established, the entire dinner amount due the Venice club must be paid **ONE WEEK** prior to the function in the form of cash or cashiers check; at no time will credit cards be accepted. The bar portion of the bill may be paid the day of the event. Groups requesting tax exemption must submit a certificate of exemption at least 72 hours prior to the function.

**A confirmed menu is required three (3) weeks prior to your event. A confirmed number of guests is required 10 days prior to your event.** This number will be considered your minimum guarantee. We will not accept cancellations after your final count is made. If no guarantee is received, the Venice Club will consider the number of guests indicated at the time of booking to be your guarantee and charges will be made accordingly.

**Appointments need to be made when coming into the restaurant to give banquet information and any information given by telephone must be given to a manager or owner during day time hours of 10:00am to 6:00pm.**

Functions will be staffed as required to properly service the event. Any additional or specific staffing will be charged at the prevailing rate.

All food and beverage must be purchased from the Venice Club. The only exception being a wedding cake or desserts for a sweet table, both of which must receive the approval of the Venice Club. Items being brought into the restaurant for the sweet table must be arranged for with a banquet manager ten days prior to the event for approval.



CUTTING AND SERVING CHARGED FOR  
BRINGING IN YOUR OWN CAKE

.75 cents per person or maximum of \$75.00.  
(You may not cut and serve your own cake.)

COSTS FOR BRINGING IN YOUR OWN  
SWEETS OR DESSERTS

.75 cents per person or maximum of \$75.00

Music, live, recorded or disk jockey may play until 12:00 a.m. NO EXCEPTIONS. All guests must be cleared from the premises by 12:30 a.m. In the event a band or DJ will need a table or linens to use in setting up, the following will be charged to the host. \$10.00 per table, \$5.00 per linen.

The Venice Club staffs bartenders as needed. For groups of 75 or less there is a mandatory \$50.00 bartender fee. Host bars and barrels of beer are subject to an 18% service charge and any applicable sales tax. Your bar will close no later than midnight. Bar service will end promptly at midnight. The bartender will give "last call" 20 minutes before scheduled bar end time. The Venice Club reserves the right to refuse service of alcoholic beverages to any guest. ALL guests must have proper identification.

The Venice Club will not be responsible for the damage or loss of any merchandise or articles left in the restaurant prior to, during or following a scheduled function. Please assign a personal attendant to gather your items.

The delivery of cakes, flowers, etc. must be pre-arranged with the sales department 10 days in advance of the event.

To avoid damage to wall covering or paint we do not allow taping, tacking or attachment of any material to walls, doors, or ceilings. Any damage caused to the premises for violating this provision is to be paid for by the customer. The Venice Club reserves the right to protect the building, property and all persons in it, from inappropriate behavior. All items brought into the restaurant for use by the customer must be approved by the restaurant management.

All trash, papers, cartons; waste materials, displays and any other unwanted materials must be removed by customer at the conclusion of the function. Any such materials left on premises will be hauled away by a private disposal firm hired by the Venice Club and charged to the customer at current disposal rates. In addition, customer shall be responsible for the retention by removal of any of its signs, banners and audio-visual or other equipment used in the Venice Club facilities which is not disposed of as provided above.

The catering department can arrange for the rental of audiovisual equipment, which you may require at an additional charge. Available at no additional charge are the following: podium, screen and public address system.

All food and beverage is subject to an 18% service charge and applicable sales tax. The state requires a tax be charged on the 18% service charge.

Our menus are flexible. If an entrée you desire is not on our lists, our chef will be happy to accommodate your needs.

For table served dinners you are free to choose 2 entrees for your guests. Individual place cards with name and selection are required when choosing 2 entrees. The cards are to be furnished by the customer; they designate each entrée and ensure smooth service.

Food and beverage may not be removed from the premises.

No food may be brought onto the premises without prior consent of the Venice Club.

The Venice club shall not be liable to customers for loss of profit or actual or consequential damages occasioned by its inability to perform any of its obligations under this agreement by reason of fire, strikes, war, civil disturbances, acts of God, unavoidable casualties, public carrier delays, inability to obtain necessary supplies, or acts of public authorities or utility interruptions or loss of heat or air conditioning for equipment failure.

Prices will not be guaranteed for more than 60 days prior to an event.

