

River House Bar & Grill

Banquet Policies and Information 07-2010

Thank you for choosing River House Bar & Grill for your banquet function. The following information is provided so that you may fully understand our policies and guidelines. Please review this information. If there are any questions, or you are in need of special arrangements please do not hesitate to contact our Banquet Coordinator.

River House reserves the right to have management oversee all events.

1. An advanced deposit must be paid in full to confirm your room. River House is on a first come, first serve basis. We require that all functions prepay the cost of the room fee. Charges for the room are as follows:

*Room Fee: Entire room: \$175.00 Large side: \$100.00 Small side: \$75.00
Evening Events: Room Fee +\$950.00 Food and drink minimum—Entire Room
Room Fee +\$500.00 Food and drink minimum—Large Side
Room Fee +\$250.00 Food and drink minimum—Small Side*

2. All Banquet times are for 4 (four) hours. A charge of \$25.00 per hour will be added for each additional hour over the 4 hours.

3. An estimated guest count must be given no later than two weeks prior to the event.

4. Cocktail and Appetizer Banquets are available. Minimum dollar amounts are required for such events. \$10.00 per person

5. Parties ten or more will be placed on one check. No Exceptions.

6. River House requires a thirty day cancellation notice. In the event of a cancellation, the room charge will be refunded if and only if River House is able to rebook the room for a party of equal size.

7. Bar pricing is subject to change.

8. Menu selections are required ten days prior to the event.

9. A guaranteed final guest count is required seven days prior to the event. You will be charged for the guaranteed final guest count unless you exceed your expected number. You will be charged for any additional guests.

10. We require payment in full at the end of the banquet.

11. No food or beverages will be permitted into River House, without prior consent from management.

12. Alcohol will not be permitted to enter or leave the property. No Exceptions!

13. Food and beverages will not be permitted to leave River House's property.

14. Alcohol beverages are to be served by a member of River House's staff. Proper I.D. is required. River House's management reserves the right to refuse alcoholic beverage service to anyone and all.

15. Any damages to the room will become the responsibility of the individual hosting the function. Damages will be charged accordingly.

16. Confetti will not be allowed. No tape allowed on walls or wood.

17. River House will not be held responsible for lost or stolen articles.

18. River House will not be held responsible for any loss or damages to automobiles or their contents while parked in the parking lot.

19. If you wish to have live entertainment, D.J. services, Karaoke, Etc., you must rent the entire room. No Exceptions. D.J. may not start till 8:00P.M.

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- 20. *This room agreement does not apply to wedding receptions.*
- 21. *Tax and an 18% gratuity will be applied to the final bill.*
- 22. *Small Side Events will have no access to the bar. We will cocktail all small side events.*

*We reserve the right to make changes and verbally add to this agreement.
Menu prices are subject to change 30 days before the event.*

Our goal is to satisfy our guest to the best of our ability, and to make your function a memorable one. If you have any comments or questions we will make every effort to accommodate your needs.

I, the undersigned, have read and fully understand River House Bar & Grill's Banquet Policies.

Guest Name _____ *(Please Print) Date* _____

Address _____

Phone _____

Date of Banquet _____

Amount of Rental Fee _____ *Deposit* _____

*Guest
Signature* _____

*Manager
Signature* _____

Banquet Menu

Cocktail Appetizer Menu _____ *minimum*

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12:00 – 4:00 P.M. Saturday, Sunday & Holiday Afternoon Banquet Policies

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River House reserves the right to have management oversee all events.

All weekend afternoon room usage will have a 3(three) hour limit. Room must be finished at 4:00 P. M.

- 1. River House requires a thirty day cancellation notice. In the event of a cancellation, the deposit charge will be refunded if and only if River House is able to rebook the room for a party of equal size.*
- 2. Bar pricing is subject to change.*
- 3. Menu selections are required ten days prior to the event.*
- 4. No food or beverages will be permitted into River House, without prior consent from management.*
- 5. Alcohol will not be permitted to enter or leave the property. No Exceptions!*
- 6. Food and beverages will not be permitted to leave River House's property.*
- 7. Alcohol beverages are to be served by a member of River House's staff. Proper I.D. is required. River House's management reserves the right to refuse alcoholic beverage service to anyone and all.*
- 8. Any damages to the room will become the responsibility of the individual hosting the function. Damages will be charged accordingly.*
- 9. Confetti will not be allowed. No tape allowed on walls or wood.*
- 10. River House will not be held responsible for lost or stolen articles.*
- 11. River House will not be held responsible for any loss or damages to automobiles or their contents while parked in the parking lot.*
- 12. Tax and an 18% gratuity will be applied to the final bill.*
- 13. Small Side Events will have no access to the bar. We will cocktail all small side events.*
- 14. No DJ or Band Allowed.*
- 15. This afternoon banquet policy does not pertain to graduation parties. (see Banquet Policies)*
- 16. All games must be approved by River House Management.*
- 17. Linen will be provided for food table. All other will be \$4.00 per table.*

Fees: No Room Fee is charged.

*Deposit of \$250.00 is required which will be applied to food and drink.
Room minimums for food & drink are \$250.00 for the small side and \$300.00
for the large side.*

Food Options: Buffet and Platter from River House menu.

We reserve the right to make changes and verbally add to this agreement.

Menu prices are subject to change 30 days before the event.

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I, the undersigned, have read and fully understand River House Bar & Grill's Banquet Policies.

Guest Name _____ *(Please Print) Date* _____

Address _____

Phone _____

Date of Banquet _____

Amount of Deposit Charge _____ *Deposit* _____

*Guest
Signature* _____

*Manager
Signature* _____

Buffet Menu

Platter Menu _____ *minimum*