

## *River House Bar & Grill*

### *Banquet Policies and Information*

*2017*

*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. 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.*
- 2. An estimated guest count must be given no later than two weeks prior to the event.*
- 3. All banquets on one check. No Exceptions.*
- 4. 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.*
- 5. Bar pricing is subject to change.*
- 6. Menu selections are required ten days prior to the event.*
- 7. 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.*
- 8. We require payment in full at the end of the banquet.*
- 9. No food or beverages will be permitted into River House, without prior consent from management.*
- 10. Alcohol will not be permitted to enter or leave the property. No Exceptions!*
- 11. Food and beverages will not be permitted to leave River House's property.*
- 12. 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.*
- 13. Any damages to the room will become the responsibility of the individual hosting the function. Damages will be charged accordingly.*
- 14. Confetti will not be allowed. No tape allowed on walls or wood.*
- 15. River House will not be held responsible for lost or stolen articles.*
- 16. River House will not be held responsible for any loss or damages to automobiles or their contents while parked in the parking lot.*
- 17. No DJ services or band allowed.*
- 18. This room agreement does not apply to wedding receptions.*
- 19. Tax and an 18% gratuity will be applied to the final bill.*
- 20. All banquets must order from Banquet Menus only. May not order from Restaurant 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.*

*Menu prices are subject to change 30 days before the event. An advanced fee must be paid in full to confirm your room. We require that all functions prepay the cost of the room fee. Charges for the room are as follows:*

## ***Room Fees and Requirements:***

### ***Monday through Sunday Day Events***

*Require room deposit to reserve space: \$250.00 (applied to tab at event end).*

*Events: \$250.00 food and drink minimum + tax and gratuity.*

### ***Monday through Thursday & Sunday Evening Events (after 4pm)***

*Require room deposit to reserve space: \$250.00 (applied to tab at event end).*

*Events: \$400.00 food and drink minimum + tax and gratuity.*

### ***Friday and Saturday Evening Events (after 4pm)***

*Required advanced fee:*

*Entire room: \$225 Large side: \$125 Small side: \$100*

*Entire Room (seats 130): Room Fee +\$1,200.00 Food and drink minimum + tax and gratuity.*

*Large side (seats 80): Room Fee +\$750.00 Food and drink minimum + tax and gratuity.*

*Small side (seats 40): Room Fee +\$375.00 Food and drink minimum + tax and gratuity.*

*Small side: parties of 20 or less may order from the restaurant menu. Subject to availability.*

*(Not a private setting.)*

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

*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. 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.***

*\$50.00 Bar set up fee.*

*Deposit of \$300.00 is required which will be applied to food and drink.*

*Room minimums for food & drink are \$300.00 for the small side and*

*\$400.00 for the large side.*

*Food Options: Buffet and Platter from River House Banquet menus.*

*Groups of 20 or more must have bar set up to order liquor.*

*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*