

BANQUET POLICY

Terms & Payments

DEPOSIT POLICY:

A non-refundable reservation fee of \$1000.00 or 10% is required to hold a date.

Until this fee is received, all dates are considered open.

To guarantee a date, as well as prices quoted on all rentals, 25% of the estimated total cost is required in advance

If an event is canceled the 25% reservation fee will be considered non-refundable.

PAYMENT POLICY:

Full payment is due 7 business days before the event date, unless other payment arrangements have been made. At this time any adjustments and reservation fees will be applied to the bill, and any unpaid balances must be paid. Quoted pricing reflects a 3% cash payment discount, acceptable form of cash payments include certified personal check or cash. As a convenience we will accept credit cards for final payment, but pricing will revert back to our non-cash discounted rate. Upon completion any incidental charges and accrued overtime charges are due. A valid credit card must be on file.

TAX:

7% local sales tax will be added to the total bill. If an event is held by an organization that is tax exempt, RGI must be provided with a current tax exemption certificate.

SERVICE GRATUITY CHARGE:

A 21% Service Charge will be added to the total bill. This covers set up, break down, service, supervision & administrative staff for your event. A gratuity is not required, however, if you feel our staff has exceeded your expectations you are welcome to provide a gratuity at your discretion.

OVERTIME:

Our quoted prices include the specified length of service time included with your package.

Please discuss overtime fees and rates with our event planner since they are specific to the facility and type of event!

GUARANTEES:

14 days prior to your event, please provide us your guests entrée selections & approximate number expected.

RGI must be advised of the exact number of guests attending no later than 7 business days before the date of the event.

This count shall not decrease by more than 10% of the previous count.

You will be billed for that number, or the number of guests served, whichever is greater.

SITE FEES: (Ramada)

Meeting Room & Facility Rental Fees based on your needs are applicable
all fees will be added to your invoice unless you are paying the hotel directly.

BARTENDER FEE:

Portable bar Set-ups require a \$75 Bartender Fee Cash bar services during Off Hours require a \$50
Bartender Fee

CULINARY FEE:

Chef Attended Stations require a \$75 Culinary Fee

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FLOOR PLAN:

We will provide a floor plan for your event to be approved by you in advance
To include all seating tables & head tables with the appropriate linen choice for your event
To Include skirted food service tables, registration and display tables

DECORATING & SET-UP POLICY:

- * All Events are scheduled as per your contracted time.
- * We designate up to 1 hour set-up time before the start of your event, up to 1 hour clean-up time upon conclusion.
- * Special Decorating and set-up must be arranged in advance and approved by the management.
- * Music, AV & other special set-up requirements must be arranged in advance.
 - * All set-up will be provided as per your contract (if last minute changes are required, we will accommodate them A.S.A.P.)
 - * No tape, tacks, nails or pins to be used on walls
 - * Any excessive soiling or debris left behind will require additional cleaning and may incur an additional charge

SERVICE WARES:

Our event packages include all necessary glassware, china, stainless flatware
All the serving equipment for buffets or stations etc..
If special rental equipment is necessary for your event, the cost will be added to your final invoice.

VENDOR MEALS:

Meals for Vendors (Band, Photographer, etc)
We will provide food and non alcoholic beverages for these individuals
\$20++ per professional will be added to your invoice.

FOOD & BEVERAGE POLICY:

NO OUTSIDE FOOD OR DRINK ALLOWED!

NO OUTSIDE ALCOHOLIC BEVERAGES ALLOWED!

- * All food, beverage or bar service must be provided by our catering department or restaurant!

Bar & Alcohol Policy

ALCOHOL POLICY:

Rainer's Gourmet Inc. employs bartenders & staff that are TIPS trained and will strictly adhere to NY State ABC Laws.
We reserve the right to make decisions on whether or not to continue serving a guest at one of our events.
All guests who appear to be under the age of 25 will be asked for ID to confirm that they are of the legal drinking age.
Absolutely no alcohol is allowed to be brought on the premises.

VENDOR POLICY:

Absolutely no vendors or hired professionals will be permitted to drink alcohol on the premises.
All vendors must provide proof of proper licensing, liability and workman's comp insurance.