

Grafton Peek Ballroom & Catering Policies & Procedures

Event Information (Date / Venue/ Name) :

Confirmation Deposit: A \$500.00 Confirmation Deposit is necessary to secure the event date. The Confirmation Deposit will be applied to the total event balance. Event date and time is secured with payment of the Confirmation Deposit. The Deposit is fully refundable for 30 days after the Booking Date. Deposits will not be refunded after the 30-day grace period.

Final Appointments are completed four weeks prior to the event date at which time event details, such as final guest count, menu selections, room set-ups, and other items will be recorded and balance due paid. All event details will be confirmed at this final meeting.

Ballroom Rental: The Grafton Peek Ballroom is rented for four-hour event periods. Additional time can be rented in advance for including any staff and services provided. Additional time for wedding party arrival & ceremony starts at \$350.00 and includes two hours of preparation time and a half hour each for guest arrival & ceremony.

Exclusive Caterer: Grafton Peek Catering reserves the right to be the sole caterer for all food & beverage at the Grafton Peek Ballroom.

Menus & Services: We can custom design a menu and service package to meet your taste and budget. Events secured over six (6) months before the event date are subject to possible food & beverage menu price increases & limited availability related to market conditions.

Audio / Video Presentations: It is the responsibility of the client to ensure that their A/V presentation works prior to the event. Grafton Peek, Inc. is not responsible for video and other presentations that do not function properly.

Bar Responsibilities: Bartending and Management staff reserve the right to not serve alcohol to any guest acting in an improper manner, who is visibly inebriated or who does not have adequate identification.

Security: Grafton Peek, Inc. reserves the right to require security on staff at any facility in which we are serving alcohol. In the event security is required, Grafton Peek works with a professional security contractor and the client is responsible for their expense.

Guaranteed Guest Count: A final guest count will be confirmed at the final appointment. Once all details have been finalized there are no refunds for decreased guest count. After payment, you are able to increase your guest count up to 10 days prior to the event date. The client may be responsible for priority delivery fees if applicable.

Rehearsals & Decorating: Grafton Peek Ballroom Rehearsals and decorating that take place after 4:00 pm are charged a \$50.00 per hour fee. This fee includes a staff member on site.

Payment: Payment in full for most functions is to be made four weeks prior to the day of the event. Acceptable forms of tender are: Cash, Cashiers Check, Business Check, Personal Check, Bitcoin and / or Credit Card. **All credit card transactions for final payment will be subject to a 3% service fee.**

Damage Deposit: Although there is generally no damage deposit required, we will contact you if damages occur and discuss settlement. Client acknowledges that they are financially liable for any damage to the Ballroom (indoor & outdoor) as a result of their event. Grafton Peek, Inc. reserves the right to require a damage deposit.

Serving Duration: Maintaining proper food temperature and serving conditions is of the highest priority. Grafton Peek will provide for two sided buffets and release tables in order to get all guests through the buffet line as quickly as possible. The buffet will remain open for up to 30 minutes after all tables have been released.

Leftover Food: Grafton Peek does not provide any ‘take home’ packaging, plates or wrap for leftovers. The Grafton Peek Kitchen Team will dispose of leftovers immediately following the closure of the buffet service. If the venue has a refrigerator available to insure for proper leftover storage temperatures, the Client may bring in plastic containers with plastic lids in the event they would like to retain whatever leftovers may remain after the buffet service has ended. **Grafton Peek does not guarantee there will be any leftovers for future consumption. IMPORTANT NOTE:** If Client intends to save any leftovers, it is the Clients responsibility to inform Grafton Peek in advance and it must be noted on the final event sheet. In the event the Client has not made it clear they intend to save remaining leftovers & / or have not provided the proper containers for safe storage at the Venue, the Grafton Peek kitchen team will dispose of any leftovers prior to exiting the facility.

Entertainment: Grafton Peek, Inc. offers DJ / MC services. Clients may bring in their own DJ, photo booth or other entertainment to the Grafton Peek Ballroom. Outside vendors must contact us at least one week prior to the event to discuss set-up and electrical needs to ensure that all systems will be functioning. Damage done to the venue by outside vendors is the monetary responsibility of the client.

Referrals: Grafton Peek, Inc. will be glad to assist you in recommendations for professional photographer, elegant florists, limo services, videographers and much more. Grafton Peek and its employees are not responsible for helping sub-contractors with loading, unloading, set-up, etc.

Bird Seed, Glitter & Confetti: No bird seed, rice, plastic diamonds, glitter, markers, crayons, tape of any kind, tacks, nails, helium balloons or confetti are allowed inside the Grafton Peek Ballroom. Violations of this policy may incur a minimum \$150.00 cleaning fee.

Room Decorations: Grafton Peek, Inc. will provide table decorations at a reasonable expense. We recommend and encourage our clients to decorate to their heart’s content. Decorating must be scheduled with the Grafton Peek Event Coordinator. All decorations that are to be kept must be taken at the end of the function. Decorations left at the facility without instructions for pick up will likely be discarded.

Lost, Stolen, or Broken Items: Grafton Peek, Inc. is not responsible for lost, stolen, or broken personal items, or items which have been left after an event by the client or their guests.

Indiana State Law prohibits you or your guests from bringing any alcohol to the event. All alcohol at the event must be sold and served by Grafton Peek, Inc. staff to protect our license and assure complete control of alcohol services at the event.

Signature of Responsible Party

Printed Name / Date