

Grafton Peek Catering & Ballroom / Policies & Procedures

Event Date & Venue:

Responsible Client:

Client Phone:

Email:

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. All alcohol, specialty linens & services requests are required at least four weeks prior to the event date. Any specialty alcohol requested must be paid for in full at this time.

Room Rental: Grafton Peek Catering's exclusive venues are rented for four-hour event periods. Additional time can be rented in advance for an additional fee, including any staff and services provided. Additional time for Arrival & Ceremony starts at \$350.00 for three hours.

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

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. Confirmation Deposits may be transferred one time.

Deposits will not be refunded after the 30-day period.

Menus & Services: We can custom design a menu and service package to meet your taste and budget. Events secured over twelve months before the event date are subject to menu item price increases. Room rental rates and related Grafton Peek event services such as DJ/ MC, Bar, Linens, China & Service Fees are guaranteed and fixed as of the Confirmation Date.

Linen Fees: White & black linen tablecloths, choice of color napkins and buffet & gift table skirting are provided starting at \$3 per guest. Custom color linens, napkins and chair covers can be provided for an additional fee.

Audio / Video Presentations: When using Grafton Peek A/V equipment it is the responsibility of the client to ensure that their A/V presentation works prior to the event. Grafton Peek will provide the client with house A/V requirements in advance to ensure house A/V equipment compatibility. Grafton Peek is not responsible for video and other presentations that do not function or have compatibility issues with house equipment.

Bar Responsibilities: Bartending and Management staff reserve the right to discontinue serving alcohol to any guest acting in an improper manner. Bar services are reserved for four (4) hours. Additional bar service hours may be purchased up to thirty (30) days prior to the event date.

Security: Grafton Peek, Inc. reserves the right to require security on staff at any facility in which Grafton Peek is providing catered food & bar services. In the event security is required, the client is responsible for the direct cost. The client has the option of providing their own, registered security if required. In most cases, security is only necessary at sorority & fraternity formals, events with VIP's and any event serving alcohol with over 250 guests.

Guaranteed Guest Count: For wedding clients, guest count is confirmed at the final appointment four (4) weeks in advance of the wedding day. Final appointments are completed two to four weeks in advance for corporate functions. After payment, you may increase your guest count up to seven (7) days prior to the event date. The client is responsible for priority delivery fees, if applicable.

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Payment: Payment in full for each function is to be made four weeks prior to the day of the event unless otherwise agreed to by Grafton Peek. Acceptable forms of tender are: Cash, Cashier's Check, Business Check, Personal Check and / or Credit Card. **All credit card transactions for final payment will be subject to a three percent (3%) service fee.**

Rehearsals & Decorating: Rehearsals and decorating that take place after 4:00 pm are provided for \$50.00 per hour. This fee includes a staff member on site. Grafton Peek does not guarantee availability for rehearsals on the day prior to the event date.

Damage Deposit: Although there is generally no damage deposit required, we will contact you if damages occur and discuss settlement. Photo evidence of damage will be taken to ensure fairness to both parties.

By signing below, and / or on your event invoice, you acknowledge that as the client you are financially liable for any damage to the event center (indoor & outdoor) related to your event.

Grafton Peek, Inc. reserves the right to receive a damage deposit upon request.

Leftover Food: We have extended food temperatures and holding conditions to a point that we cannot release leftover food to you or your guests. This policy is regulated by both the Johnson County Health Department and the State of Indiana.

Entertainment: Grafton Peek, Inc. offers DJ / MC services at our venues. You may bring in a DJ or other entertainment that you have contracted or utilize those available through Grafton Peek Catering.

Outside vendors should contact Grafton Peek 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 responsibility of the client.

Referrals: Grafton Peek, Inc. will be glad to assist with recommendations for sub-contracted event services such as florists, decorators and other related vendors. Grafton Peek, Inc. and its employees are not responsible for helping sub-contractors with loading, unloading, set-up, etc.

Bird Seed, Glitter & Confetti @ the Ballroom: **Absolutely no tape, nails, tacks, bird seed, rice, plastic diamonds, glitter, helium balloons or confetti are allowed inside the Grafton Peek Ballroom.** No decorations are to be hung on walls, or attached by any means to any part of the Grafton Peek Ballroom. Decorations will be coordinated with the Event Coordinator. Violations of this policy will incur a minimum \$100.00 fee.

Decorating: Client decorating is scheduled with the Grafton Peek Event Coordinator. All decorations must be taken at the end of the function unless otherwise agreed upon with the Event Coordinator. 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.

Responsible Party _____ Printed Name _____ / _____ Date _____