

# *The Columns Terms Of Agreement*

**Pricing:** Written or quoted prices are subject to a proportionate increase to meet increased cost of food, labor, and taxes. Quotations cannot be guaranteed until the year of the function.

All events are subject to an 20% administrative charge, which offsets operating costs and fees. We do not charge an “service fee” or “gratuity”. The administrative fee allows us to pay our staff a high fixed hourly rate which ends up being more than getting paid the much lower tipped employee rate plus gratuity. This is more favorable to our staff as their hourly pay does not fluctuate from week to week and is not negatively affected by smaller events and/or the slower season.

This charge is not purported to be a gratuity and will not be distributed as gratuities to the employees.

You are not expected to leave a gratuity!

The charge is based on the total cost of the event, including additional event services, and is subjected to state sales tax, which in New York State is currently 8.75%

**Counts:** Seven (7) days prior to the date of the event. The Columns must be notified of the number of guests expected to attend your function. This number will be the “guaranteed minimum” and is the basis of which you will be charged regardless of attendance. If your attendance is greater, you are then responsible for the total number served. The Columns will prepare for 5% variance above the guaranteed minimum number. (Contact our office for room minimums).

**Deposits:** Rooms are not considered booked until a deposit is received. Up to 100 guests - \$500.00 Over 100 guests - \$750.00 Over 200 guests - \$1000.00. Tentative bookings will be held for one week only.

**Cancellations:** In the event of a cancellation, 50% of your deposit will be refunded ONLY if we can schedule another event of similar value for that particular date, time and room reserved for your event with a signed release form.

**Payment:** Final payment must be made in full prior to the day of the function, unless credit has been established to satisfaction of The Columns. Personal checks accepted up to two weeks before the event. Tax exempt organizations must present tax exempt certificate prior to the day of the event. Payment must be made with a check that matches the name of the tax exempt organization. Credit cards are not accepted for weddings and other large events.

## **General Rules and Policies:**

1. The Columns reserves the right to control and inspect all private functions. There can be no food or beverage brought into The Columns for consumption on premises without authorization. Liquor and wine cannot be brought into the banquet room from outside sources. We do not serve shots at our banquet functions. We maintain the right to refuse serving alcohol to anyone who may jeopardize his or her safety and the safety of others.
2. The Columns shall not assume the responsibility for any merchandise or articles left in the banquet room during or after the event. *No confetti, bubbles or rice, feather boas or similar products that require extra maintenance can be used in or on The Columns property. Doing so will result in an additional cleaning charge of \$250.00 added to your final bill. Nothing can be hung up on the walls or ceiling.*
3. Vendors such as bands, music or DJ must end at the same time as your bar. If you extend your bar, you must extend your music. We reserve the right to control music volume if it becomes necessary. Bar extensions will be based on your guaranteed number of guests, not how many guests are remaining at your event.
4. If your function requires split menu selections, it is your responsibility to provide a color coded seating cards to ensure proper service. People arriving late for dinner will only be served the course being served and remaining courses.
5. We respectfully request that any afternoon function finish by 3:00 p.m., evening functions begin at 6:00 p.m. or later.
6. There is a charge for a private room usage. A room charge of is applied to any function not ordering food and beverage. Ceremony set up fee in our lobby or outdoor gardens is \$500.00.
7. The Columns Banquets reserves the right to substitute and alternate the function room should the projected attendance fall considerably below the original estimate.