



## 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 a 20% administrative charge, which offsets operating costs and fees. We do not charge a 20% “service fee” or “gratuity”. The administrative fee allows us to pay our staff a high fixed hourly rate which ends up being more than the 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:** Final guest count is due fourteen (14) 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.

**DEPOSITS:** Rooms are not considered booked until a deposit is received. Tentative bookings will be held for one week only

### DEPOSIT POLICIES

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<b>DATE DEPOSIT DUE</b>	<b>DEPOSIT AMOUNT DUE</b>
Day contract is signed	\$2,500.00
1 year prior to wedding	\$3,500.00
6 months prior to wedding	50% of anticipated food and beverage revenue (minus previous deposits)
14 days prior to wedding	100% of anticipated food and beverage revenue (including administrative charge and sales tax)



## THE COLUMNS TERMS OF AGREEMENT, CONT....

**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.

**PAYMENT:** Final payment must be made in full two weeks prior to the wedding. Checks must be a certified or cashiers check. No personal checks will be accepted for final payment. Credit cards are not accepted.

### 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. No liquor favors allowed.
2. Please advise your florist, DJ, band, or baker that deliveries must be made the day of the event. All items must be removed the night of the event. Any items that you would like us to set up for your event must be delivered to us the day before your event. Please mark any boxes or containers with your name and date of the event. Also, provide us with detailed instructions for these items so our staff can set them accordingly. 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 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 from 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 4:00 p.m., evening functions begin at 5:00 p.m. or later.
6. 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.
8. Bridal Room is available 1 hour prior to event.