



The Villa Banquet Terms of Agreement

Pricing:

Written / quoted prices are subject to a proportionate increase to meet increased cost of food, labor, and taxes. Due to current conditions prices may change without notice and choices may be limited.

All events are subject to an 24% administrative charge, which offsets operating costs and fees. We do not charge a "service fee" or "gratuity". The administrative fee allows us to pay our staff a fixed hourly rate. 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! Gratuity is at the discretion of the client. The administrative 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%.

Count:

Fifteen (15) days prior to the date of the event final count is due. The Villa must be notified of the number of guests expected to attend your function. This number will be the "guaranteed" 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.

Deposit:

Rooms are not considered booked until a deposit is received. Tentative bookings will be held for two weeks only. Deposit must be paid by Cash, Money Order, Check or Certified bank Check.

Cancellations:

In the event of a cancellation for any reason, the deposit is non-refundable and non-transferable.

Final Payment:

Final payment must be made in full ten (10) days prior to the function. Tax exempt organizations must present tax exempt certificate prior to payment. Tax exempt payment made with a check must match the name of the tax-exempt organization. Final payments must be paid by Cash, Money Order or Certified Bank Check.

1830 Abbott Rd, Lackawanna, NY 14218

www.Thevilla.com

716-824-8711



General Rules and Policies:

1. The Villa Banquet Center reserves the right to control and inspect all private functions. There can be no food or beverage brought into The Villa for consumption on premises without authorization. Liquor, beer, and wine cannot be brought onto the Villa property without authorization.
2. The Villa Banquet Center shall not assume the responsibility for any merchandise or articles left in the banquet room during or after the event.
3. Décor Restrictions - There is to be nothing taped, 3M, glued, hung on curtains, on any of our walls, mirrors, or railings. There is to be no confetti, paint, glitter, small gems, stones/pebbles or silly string on any tables or floor. If this agreement is broken there will be a minimum of \$100.00 charge to your invoice for any damage and/or clean up.
4. Vendors such as bands, music or DJ must end by the event end time. We reserve the right to control music volume if it becomes necessary.
5. Any food remaining from a function, will not be permitted to leave premise.
6. People arriving late for dinner will only be served the course being served and remaining courses.
7. We respectfully request that any afternoon function finish by 3:00 p.m., evening functions begin at 5:00 p.m. or later.
8. There is a charge for a private room usage. A room charge will be applied to any function not ordering food and beverage.
9. The Villa Banquet Center reserves the right to substitute and alternate the function room should the projected attendance fall considerably below the original estimate.

I agree to all the terms and conditions written above.

Client's Name: _____

Date of Event: _____

Today's Date: _____

Client's Signature: _____

The Villa Representative: _____