

EVENT POLICIES

1. **Deposit/Cancellation - Venezia Restaurant** requires an initial deposit payable upon signature of this event policy agreement. In the event of cancellation within 60 days of the event, 0% of the total paid deposit will be refunded to the Client. If cancellation is before 60 days of the event, all deposits may be applied to a different date within one year of the original event date.
2. **Guaranteed Guest Count** - The guaranteed guest count is due from the Client. Thirty people minimum on weekdays and thirty-five on Fridays and Saturdays. No private dinners. Big Room/Atrium Room seating arrangement can be a sit down dinner up 90 people with ahead table, up to 70.

Venezia Restaurant can ensure additional seating up to 80 or 90 people not to exceed the guaranteed guest count or room capacity. Every attempt will be made to accommodate additional guest on a space available basis, however, it is possible a guest may not be seated or served. By signing the agreement below, the Client affirmatively acknowledges that he/she has been made aware of this disclosure.

3. **Gratuity Charge** - A 18% gratuity charge is applied to all food, beverage and other charges, where applicable.
4. **Authority** - Any person signing an agreement with Venezia Restaurant in the name of a corporation, association, or society represents to Venezia Restaurant that he/she is authorized to sign the agreement on behalf of the aforementioned organization. In addition, the signature on this Agreement will act as a signature on file if a credit card is used as a deposit or final payment; therefore, the cardholder must sign this agreement along with any other responsible parties.
5. **Payment** - All payments must be made by: American Express, Diners Club, Mastercard, Visa, certified check or money order, or cash. Final payment is due upon conclusion of the event. Unless other arrangements have been made with management.
6. **Taxes** - Client agrees to pay any and all federal, state, municipal or other taxes imposed on or applicable to the event. Groups or organizations claiming exemption from applicable taxes are responsible for providing Venezia Restaurant with a copy of the organizations tax exemption certificate, otherwise applicable taxes will be charged to the Client.

EVENT POLICIES (Continued)

7. **Food and Beverage** - Due to health, safety, and liquor laws of each state, all food and beverage must be supplied by Venezia Restaurant, unless approved by the General Manager. A service fee may be charged on items not supplied by Venezia Restaurant.

8. **Security** - Venezia Restaurant reserves the right to inspect and control all events, and may, in its discretion, require security for certain events, particularly those with minors in attendance. The cost of such services will be the Client's responsibility. Venezia Restaurant will not assume any liability for theft or any other type of loss or damage to personal property occurring either prior to, during, or after the event.

9. **Deliveries** - With prior arrangement, Venezia Restaurant will accept packages for any event. Venezia Restaurant can make arrangements for rental of audio/visual equipment, but are not responsible for any defects. The management will make every effort to accommodate.

10. **Display and Decoration** - All displays and/or decorations proposed by the Client will be subject to prior approval by a Venezia Restaurant representative in each instance. Any damage caused to the premises will be the responsibility of the Client.

11. **Alcoholic Beverages** - Venezia Restaurant strictly adheres to all laws and regulations pertaining to the sales and service of alcoholic beverages, including sales to minors and intoxicated persons.

12. **Excused Non Performance** - Client agrees and acknowledges that Venezia Restaurant shall be excused from performing any obligations under this Agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, flood or explosion, strikes, labor disputes, inability to procure labor, equipment, materials or surplus, or any other causes beyond its reasonable control.

I hereby agree to abide by all of the Event Policies of Venezia Restaurant

Client Signature _____ Date _____

Venezia Representative _____ Date _____

Credit Card Holder _____ Date _____