

# **Willie's Hidden Valley Banquet Hall**

*Initial Contract for rental and services*

**A signed contract, a deposit, and a valid credit card are required in order to confirm that the date will be reserved. No deposits will be accepted without a valid contract and a credit card on file**

## **Deposit/Payment \_\_\_\_\_ (Initial)**

- A non refundable \$100 deposit is due to hold a date. This deposit will be applied to your final bill
- 50% of the estimated final bill must be paid at least 5 days prior to event. Remaining balances must be settled by the conclusion of the event
- Acceptable forms of payment are cash, credit card, or check. All correspondence can be mailed or dropped off to Willie's at 19325 Schmarr Dr. Lawrenceburg, IN 47025
- Unpaid balances are subject to a fee of \$20 (twenty) a day until paid Returned checks will be charged a fee of \$50 (fifty)
- If payments are not made within stated times above, Willies reserves the right to charge the credit card on file, including any fees incurred

## **Cancellation Policy \_\_\_\_\_ (Initial)**

- Cancellations outside of 60 days (sixty) will be refunded their deposit if we rebook the date
- Cancellations within 30 days (thirty) of the reserved date will be charged an extra \$150.00 (one hundred fifty)

## **Food and Beverage Policy \_\_\_\_\_ (Initial)**

- A final menu must be submitted at least 7 days (seven) prior to the event. Final guest counts are also due 7 days (seven) prior. This will be your billed number unless you increase the number of guests and we are able to provide for them. If guest counts are reduced, the original amount will be billed. If a final guest count is not received, Willie's reserves the right to discontinue service, or to charge the signer any expenses we incur
- For health and safety reasons, buffets will be set for 1.5 hours of service time
- Menu prices are subject to change.
- **No outside food is permitted on the premise. With the exception of cakes, or desserts approved prior by the banquet manager**
- **No outside alcoholic beverages are permitted on the premise. This is a violation of Indiana liquor laws and the signer is subject to a fine of \$500. If outside beverages are found, we will discontinue service immediately.**

**Additional Charges \_\_\_\_\_ (Initial)**

- Willie’s charges an 18% gratuity and 7% sales tax on all food and beverages purchased via invoice
- The person or organization assumes responsibility to reimburse Willie’s for any excessive damage to the property

*I have read, understand, and agree to all conditions set forth in this contract, as well as those laid out in the Rental Policies and General Information form. This agreement is not assignable.*

**Signature:** \_\_\_\_\_ **Today’s Date:** \_\_\_/\_\_\_/\_\_\_

**Print Name:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Function Date:** \_\_\_/\_\_\_/\_\_\_ **Estimated Number of People:** \_\_\_\_\_

**Estimated Start/End Time:** \_\_\_\_\_ - \_\_\_\_\_

**Valid Credit Card Number:** \_\_\_\_\_

**Credit Card Type (Circle one) VISA/ MC/ AMEX/ DISC Exp Date:** \_\_\_\_\_

*Will only be used in the event of non payment or extra charges. Credit Card, Cash, or Check required for final payment.*

Finalization of all event details due on or before: \_\_\_/\_\_\_/\_\_\_ (7 days prior)

50% payment of final invoice and final contract due \_\_\_/\_\_\_/\_\_\_ (5 days prior)

**Willie’s Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Willie's Sports Café Banquet Hall Rental Policies and General Information**

**All contact for the banquet hall must be done in writing (via email) for the protection of both parties. Allow at least 24 hours for responses.**

### **Contact Information:**

**Melissa Martin – Banquet Coordinator  
williesbanquet@gmail.com**

### Room Rental Rates

The Rental Fee for the banquet facility is as follows (excluding wedding receptions and ceremonies):

- \$100 Monday through Friday ending before 4 pm
- \$200 Monday through Thursday ending after 4 pm
- \$200 Saturday ending before 4 pm
- \$200 Sunday all day
- \$300 Friday and Saturday ending after 4 pm
- Wedding rates and reception packages vary

This charge includes set up and clean up, and staff/bartender for the duration of an event.

The room charge also includes:

- Tables (round and/or rectangular),
- Linen (black or white)
- Chairs,
- Dance floor,
- iPod hook up capability with speaker system,
- Wireless microphone,
- DVD player/projector,
- Use of covered patio overlooking Hidden Valley Lake (seasonally)
- All tableware, serving ware, and utensils
- Private restroom facilities.

The room rental charge ensures an event lasting no longer than 4 (four) hours. Each additional hour will be an extra \$50 (fifty), and must be preapproved at least 24 hours before the event begins. This additional charge does not apply to weekday events that end by 5pm. Events may not go beyond 12am, and all guests must exit the hall within 30 minutes from the conclusion of the event.

## **Food and Beverage**

All food and beverage must be provided by Willie's Sports Café. No food may be brought onto the premises for consumption at the event. Cakes or dessert type items are excluded from this provision with prior approval. Additionally, no alcoholic beverages may be brought on to the premises for consumption at the event. According to Indiana state law, guests are prohibited from entering or leaving the premises with open alcoholic beverages.

## **Guest Count and Menu**

The number of guaranteed guests and menu selections are due **no later than 7 (seven) days prior to the event**. Guest numbers may not be lowered within the final 7 (seven) day period. Menu selections may not be changed within the week of the event

## **Payment**

Once final menu selections and guest counts are received, a final estimated invoice will be provided to renter within 48 hours. 50% (fifty) of final payment must be paid no later than 5 (five) days prior to the event date. The remaining balance is due to be paid in full upon the completion of the event. Any deposits will be applied to the final bill. Failure to pay on time or insufficient payment will incur additional charges and will be charged to the credit card on file.

Sales tax and gratuity will be applied to all food and beverage provided by the host. Indiana sales tax is 7% (seven) and gratuity is 18% (eighteen). Tax and gratuity will not be applied to any packages or service charges.

## **Security/Liabilities**

The renter is required to conduct the function in an orderly manner, in full compliance with the Licensee's (Willie's) policy. The renter assumes full responsibility for the conduct of all persons in attendance and for any damages done to persons or property on or about any part of the banquet hall premises or theft of property. Willie's and its employees reserve the right to inspect and control private parties, receptions, etc. In the event that a function appears to be getting out of control we will notify the renter and if proper steps are not taken, Willie's reserves the right to stop selling/furnishing alcohol, cancelling the event, or involving proper authorities to aid in the regaining control.

At the conclusion of the event, all personal property including gifts, decorations, etc must be removed from the banquet facility. Willie's will not be responsible for items left overnight on premises. Under no circumstances may items be left overnight or stored after an event has occurred. Any items left overnight may be at risk of being disposed of.

## Receipt of Deposit and Confirmation of Secured Date of Venue

I, \_\_\_\_\_, have read and agree to the terms and conditions in this contract set forth by Willie's Sports Café.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Willie's use only

Deposit Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Payment Made \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Date of event: \_\_\_\_\_

Willie's Employee Signature \_\_\_\_\_

Willie's Employee Printed \_\_\_\_\_