

Zalenski Family Eatery & Pub
Catering Policies

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Thank you for considering Zalenski Family Eatery Banquet Facilities as the site for your upcoming event. We will do everything possible to make it a memorable occasion.

The following guidelines and procedures are intended to help you and us plan and execute your function smoothly. Please let us know if you feel that special arrangements need to be made.

1. A deposit of \$250 is required at the time of booking to secure your date and space as DEFINITE. This deposit will be applied to your final bill. There is an \$100.00 set-up fee for all banquet functions. Hall is available until 11 p.m. Any additional time will be charged \$100.00/hour (non-refundable).
2. Should the function be cancelled, the deposit is forfeited.
3. Menu selections function room set-up requirements and all other details must be finalized with the catering staff at least 14 days prior to the function. Should additional changes be made, additional charges may apply.
4. To properly prepare for your function, please provide us with the number of people who will be in attendance at least 30 days prior to the function. **This guaranteed attendance number is subject to reduction of only 10% of the original booking.** After the 30 day working deadline the number of persons booked will be charged. **If a final guaranteed attendance figure is not received for your food and beverage function by the 30 day deadline, your organization will be charged for the number of persons denoted on the first page of the agreement.** Food will be prepared to serve not more than 5% and a maximum of 10 people over the final guaranteed attendance specified. You will be charged for additional attendees. Buffets will only be set-up for more than 30 guests. If attendance is less than 30 people, another location in the restaurant may be assigned.
6. Our printed menus are suggested for your consideration. However, our staff will be pleased to tailor a menu for your specific needs and quote specific prices within your established budget.
7. All prices listed on our menus are subject to change due to fluctuating costs.
8. A service charge of 18% plus applicable sales tax will automatically be charged on all banquet functions. If your group is tax exempt, please furnish us with proper documents 14 days prior to your event. Full service charge of 20% is applicable.

9. All food and beverage items including liquor, wine and beer consumed in any area of the restaurant and banquet room must be supplied and prepared by Zalenski's. In accordance with prevailing laws, we will refuse to serve anyone under the legal drinking age of 21. In order that we may comply with all licensing obligations, we must require that all liquor, wine and beer be supplied by Zalenski Family Eatery & Pub. Being the permit holder, we consider it our responsibility to enforce the liquor laws of the state. No alcoholic beverages shall be brought into the banquet room unless supplied by Zalenski Family Eatery

10. Arrangements for items such as audio-visual equipment, floral decorations, staging, special lighting, etc. can be provided if available.

11. Zalenski Family Eatery & Pub is not liable for damage to or loss of items, equipment or personal property belonging to your group or its members. Necessary security arrangements should be made with the catering staff.

12. Zalenski Family Eatery & Pub reserves the right to inspect and control all functions. Your group is liable for damage to the property and premises and will be charged accordingly.

13. Coat room is available for all functions.

14. We reserve the right to change groups to a room suitable for the function if the attendance decreases or increases.

15. Security can be provided or required by management at the group's expense.

16. Balance of payment will be due 48 hours prior to event.

17. Policies and pricing are subject to change without notice.

18. Decorations or displays brought into the banquet hall by the guest must be approved prior to arrival. Banners or display items may not be affixed to any stationary wall, floor, windows or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fixtures and furnishings. The client agrees to be responsible for any damage done to the function room or any other part of the restaurant by the client, invitee, employees, independent contractors or others under his control. A security deposit maybe required on a credit card.

19. A extra \$45 clean-up charge will be added to the final bill for use of glitter or confetti.

20. Due to food quality and liability, leftover food items will be disposed of and cannot be packaged for take-home.

547 Cadiz Road Winterville, OH 43953

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Tel: 740-264-2144

Fax: 740-264-2289

Customer signature

Date

EVENT MENU SELECTION
Function _____

Date _____ **Location** _____ **Menu Option** _____ **#Guests** _____ **Time** _____

Salads: _____

Pastas: _____

Sides: _____

Entrees: _____

Appetizers: _____

Special Instructions: _____

rev.01 / 2008

Customer signature

Date