

Banquet Contract

Green Gateau Reception Center at Windsor Stables
1024 L Street, Lincoln, NE 68508 (402) 477-3444

The host agrees to occupy the banquet room on _____ from: _____ to 12:30AM

- ◆ An \$800 deposit and signed contract are required to hold the desired date. The \$800 deposit is non-refundable in the event of a cancellation or date change.
- ◆ Host will be expected to comply with the state laws, in the event that alcoholic beverages are served. The Green Gateau Reception Centre' and catering has the right to refuse service of alcoholic beverages to any persons 21 years old or older. Persons under 21 years old may not consume alcoholic beverages. Green Gateau will supply all alcohol.
- ◆ All decorations must be approved by the Banquet Manager. Tape, pins, tacks, nails, glue, or staples are not allowed on or in the walls or ceiling, also not allowed are open flame candles, confetti, mylar shreds, or balloons hanging from ceiling grids. Everyone involved in your event should be notified of these rules.
- ◆ Evening events closing time will be 12:00 a.m. The room must be vacated by 12:30 am. (Daytime events negotiated) Anything brought in must be removed by the closing of the event.
- ◆ The menu must be finalized at least 2 weeks prior to the event. We will require a final guest count 7 business days in advance, not subject to reduction. Billing will be based upon the guaranteed number of guests. It is the host's responsibility to pay 100% for the guaranteed number of guest count given plus any additional items ordered and the service charges and tax 7 business days in advance of the event. A 1.5% late fee will be assessed on any balance not paid by the end of business on the due date as noted above. An additional 1.5% service fee will be assessed, each month thereafter, on any outstanding balance. The host will be liable for any additional costs incurred to collect unpaid balances, including, but not limited to attorney fees.
- ◆ The bar balance and/or any other incidentals will require a credit card number prior to the event.
- ◆ Any event with bar service must meet \$250 in bar sales, if \$250 in sales has not been met the difference will be added to your bill.
- ◆ Any damages to the facility during the event will be the host's responsibility. A carpet cleaning/repair fee will be the responsibility of the host if carpet is damaged during the event.
- ◆ A 20% service charge and current tax will be added to the total bill for events at Green Gateau Reception Centre.
- ◆ A 50 person minimum on buffets and a \$1000.00 minimum food purchase applies to Reception Center events.
- ◆ Buffets will remain for guests a maximum of 2 hours. All remaining food remains the property of The Green Gateau and may not be taken.
- ◆ Green Gateau is not responsible for damage or loss of any items, before, during, or after an event.*
- ◆ The Green Gateau name and/or logo may not be used in any advertisement without the expressed written consent of the Green Gateau.
- ◆ If a contract and deposit is not received when your event is booked, we are not responsible for honoring your event.
- ◆ A wedding ceremony may be performed within 1 hour prior to meal time. The host understands that Green Gateau does not accommodate bridal party getting ready on site. Host will be responsible for any extra staffing or labor deemed necessary by Green Gateau to accommodate the ceremony. Green Gateau will not rearrange tables/chairs while guests are in the room.
- ◆ Price matching comparisons & special offers are only valid on the date the event is booked and comparisons can only be made with one other caterer per event. Not valid with any other offers. Competitors must be in Lincoln Nebraska. Competitors do not include Grocery Store Catering Services.
- ◆ **All food and beverage must be purchased through Green Gateau other than a wedding cake.**

I state that I have read, understand and will abide by the above policies.

Please Print Name _____ Date of Event _____
 Address _____ Expected Number of Guests _____
 Phone # _____ Email _____

Final count and payment due _____
 Host's Signature _____ Name of event _____