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## EVENT POLICIES

### QUOTES & PRICING

ALL QUOTES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO MARKET FLUCTUATIONS AND PROPORTIONATE INCREASES IN COST OF FOOD, BEVERAGES, LABOR, TAXES, OR CURRENCY VALUES. PRICES WILL BE CONFIRMED WHEN A NONREFUNDABLE DEPOSIT IS RECEIVED AND CONTRACT IS SIGNED.

ALL FOOD AND BEVERAGE PRICES ARE PLUS 8% NYS SALES TAX AND 20% SERVICE CHARGE FEE. THE SERVICE CHARGE IS DISTRIBUTED TO THE EMPLOYEES PROVIDING SERVICE FOR YOUR EVENT AND AN ADMINISTRATIVE FEE. THIS COVERS ADMINISTRATIVE COSTS RELATED TO YOUR EVENT.

### DEPOSIT AND CANCELLATION POLICY

A DEPOSIT IS REQUIRED TO GUARANTEE THE DATE AND TIME OF YOUR EVENT. THE DEPOSIT WILL BE APPLIED TO THE BALANCE DUE ON YOUR FINAL BILL. IF EVENT IS CANCELLED, THE DEPOSIT IS NON-REFUNDABLE. IF CANCELLATION OCCURS 10 DAYS PRIOR TO THE EVENT YOU WILL BE RESPONSIBLE FOR A % OF ESTIMATED BILL

### PAYMENT

THE BALANCE OF YOUR FINAL BILL MUST BE PAID ON THE DAY OF YOUR EVENT. ACCEPTABLE METHODS OF PAYMENTS ARE CASH, PERSONAL CHECK, OR CREDIT CARD. PAYMENT WITH A CREDIT CARD WILL INCUR A 3% FEE.

### GUARANTEE POLICY

AN ESTIMATED NUMBER OF GUESTS MUST BE GIVEN WHEN BOOKING YOUR EVENT. THE FINAL GUARANTEED GUEST COUNT IS REQUIRED **10 DAYS** PRIOR TO THE EVENT. THE HOST WILL BE BILLED FOR THE GUARANTEED NUMBER OF GUESTS OR NUMBER OF GUESTS SERVED, WHICHEVER IS GREATER.

### MENU SELECTIONS

THE FINAL MENU SELECTIONS ARE DUE **10 DAYS** PRIOR TO EVENT OR BY ANOTHER SPECIFIED DATE. WE ARE WILLING TO DISCUSS OTHER MENU ITEMS FOR YOUR EVENT.

### CATERING

DUE TO NYS HEALTH DEPARTMENT AND INSURANCE REGULATIONS, ALL FOOD EXCEPT DESSERTS MUST BE PURCHASED FROM ATTICA'S 10TH HOLE AND GOLF COURSE AND SERVED BY OUR STAFF. ALSO DUE TO NYS HEALTH DEPARTMENT AND INSURANCE REGULATIONS REMAINING FOOD ITEMS FROM A CATERED FUNCTION CANNOT BE TAKEN OFF THE PREMISES FOR CONSUMPTION. THIS POLICY APPLIES TO ALL PERISHBLE FOOD, INCLUDING ENTREES FROM GUARANTEED GUESTS UNABLE TO ATTEND.

IF EVENT IS PLATED/SITDOWN WITH MORE THAN ONE SELECTION OF ENTREE, YOU MUST PROVIDE PLACE CARD LABELS FOR YOUR GUESTS CORRESPONDING TO THEIR SELECTIONS.

### LENGTH OF EVENT

TYPICAL TIME ALLOTTED FOR AN EVENT IS A TOTAL OF 4 HOURS. IF YOU ANTICIPATE

THAT YOUR EVENT MAY EXCEED THIS TIME WE WILL REVIEW THIS AND AN ADDITIONAL ROOM FEE MAY BE APPLIED.

**LINEN FEES**

LINEN SURCHARGE MAY BE APPLIED TO YOUR FINAL BILL. PLEASE REVIEW THE FEES DURING THE PLANNING OF YOUR EVENT

**DECORATIONS**

YOU ARE RESPONSIBLE FOR SET-UP AND REMOVAL OF ALL DECORATIONS AND FAVORS. SET-UP AND DECORATING TIME MUST BE SCHEDULED IN ADVANCE. REMOVAL OF DECORATIONS MUST TAKE PLACE AT THE CONCLUSION OF YOUR EVENT. PROHIBITED ITEMS INCLUDE NAILS, TACKS, PINS, STAPLES, GLITTER, AND CONFETTI. \$100 FEE WILL BE ADDED IF PROHIBITED ITEMS ARE USED.

**SMOKING POLICY**

BY LAW OF NEW YORK STATE, SMOKING WILL NOT BE PERMITTED INDOORS. SMOKING IS PERMITTED IN DESIGNATED OUTDOOR AREAS.

**RESPONSIBILITY AND DAMAGES**

ATTICA'S 10TH HOLE & GOLF COURSE RESERVES THE RIGHT TO REFUSE TO SERVE ALCOHOLIC BEVERAGES TO ANYONE WHO JEOPARDIZES HIS OR HER SAFETY AND THE SAFETY OF OTHERS.

ANY DAMAGES TO OUR FACILITY OR EQUIPMENT DURING YOUR EVENT WILL BE BILLED TO THE HOST OF THE EVENT.

ATTICA'S 10TH HOLE & GOLF COURSE AND STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ARTICLES.

UNFORESEEN CIRCUMSTANCES- ATTICA'S 10TH HOLE & GOLF COURSE WILL DO EVERYTHING POSSIBLE, HOWEVER WE SHALL NOT BE RESPONSIBLE FOR ANY FAILURE TO PERFORM. WHICH IS ATTRIBUTED TO FEDERAL, STATE OR MUNICIPAL ACTIONS OR REGULATIONS, FIRES, FLOODS, HURRICANES, TORNADOES, BLIZZARDS, WAR, POWER OUTAGES, ACTS OF GOD, OR ANY OTHER ACT THAT IS OUT OF THE CONTROL OF ATTICA'S 10TH HOLE. THE HOST WISHES TO RESCHEDULE THE EVENT, SERVICES SHALL BE RESUMED AT THE SPECIFIED DATE, TIME, AND AGREED UPON RATE.

- I (WE) HAVE READ THE ATTACHED POLICIES AND AGREE TO BE FINANCIALLY RESPONSIBLE FOR THIS EVENT.

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HOST SIGNATURE

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DATE

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PRINT NAME