

Breaking Bread

Banquet Hall

Client Name: _____ Date of event: _____

Address: _____

Email Address: _____

Contact Number: _____ Estimated Attendance _____

Name of Event: _____ Room Rental: _____

Menu Selections & Pricing

Deposit Received: _____

- All menu prices are subject to change.
- All parties are subject to room charge.
- All prices are subject to an 18% gratuity and 5.5% sales tax.
- Prices can be guaranteed no more than 90 days prior to event.
- If more than one entrée is selected, the host is responsible for providing identifying placeholders.
- If any guest has special dietary needs, we will be happy to accommodate, in order for us to do so we do need advance notice.
- A Children's Menu is Available for children 10 and under.
- With the exception of the wedding cake or specialty desserts, we do not allow carry-ins of food or beverage of any kind.

Payment

- Rooms are reserved on receipt of NON-REFUNDABLE deposit.
- Deposits will be applied to cost of event.
- Payment of the entire estimated balance is required 5 days prior to event.
- Guaranteed Guest Count is required 5 days prior to event.

Bar Services

- Hosted Bar – Guests order drinks of their choice and the bill is paid by the host of the event. Hosted bars can be arranged as an hourly package with hourly charge or based on consumption.
- Bartenders – One bartender will be staffed for every 75 guests with a charge of \$50.00 per bartender.
- Alcohol is not allowed to be taken off the premises.

Personal Items

- Breaking Bread is not responsible for lost, damaged, or stolen items.
- Wedding cake tops, supplies, and gifts can be stored for up to 48 hours if there are no other scheduled events.

Liability

- Please NO staples, tacks or adhesives allowed on any walls, doors or windows.
- The host is responsible for any damage to the property caused by it or any of its guests, invitees or other persons attending.

Preparer _____ Date _____

Client _____ Date _____