

Catering Policies

1. *The planning of all private parties should be made with the Event Director or the Village Center Manager to insure that all information and details are confirmed and posted in writing.*
2. *This agreement may not be orally changed, supplemented, or modified without written consent of the Paseo Management.*
3. *This agreement is contingent upon the ability of the management to complete same. This agreement is unenforceable due to reasons beyond management's control, such as fire, storms, accidents and other reasons beyond its control.*
4. *No food or beverages may be brought into the club for use at a function or in preparing the function except wedding, birthday, or anniversary cakes.*
5. *Alcoholic beverages will only be served to persons 21 years of age or older. The Village Center Staff may require proof of age from individuals. Without regard to age, persons who appear to be intoxicated will not be served any alcoholic beverages, and may be required to leave the premises. The Village Center Staff reserves the right to refuse service to anyone, anytime.*
6. *Alcoholic beverages purchased elsewhere and consumed on the premises are in distinct violation of the prevailing regulations of the State of Florida. Anyone found consuming alcoholic beverages not sold on the premises shall be requested to immediately dispose of the beverage, will be required to leave the premises, and shall be charged the full price in accordance with our published retail price list for the merchandise brought in.*
7. *In arranging a private function, the attendance and seating chart must be specified seventy-two (72) hours or three (3) business days in advance. There will be a \$200.00 charge to the event every day past the seventy-two (72) hour time period. This number will not be subject to reduction. We shall not be responsible for service or accommodations of more than five (5) % increase over guaranteed attendance for functions of one-hundred (100) or more.*
8. *The Village Center requires a minimum expenditure of \$5000 to host an event at the Club. A signed agreement and a non-refundable deposit of \$500.00 are due at the time the function is deemed definite. A 50% estimated deposit is due six (6) months prior to the event with the estimated remaining balance of 50% due ten (10) days prior to the event date. If additional monies are due, a bill will be presented at the end of the function. All payments for the event are due by cash, credit card, certified check or a local bank check. We also will require a credit card number on file for any bill that goes unpaid.*

9. All events are to be no longer than five (5) hours in length and must end by 10:00pm.
Any event that does not end within the allowed time contracted for will be charged an additional venue fee of \$500.00.
10. An automatic service charge of 22% will be applied to all food and beverage purchases.
Florida State sales tax of 6% will also be charged on all food and beverage services, room rental and support services.
11. In the event that the patron cancels, repudiates, or otherwise breaches this agreement by any cause or reason whatsoever, the patron shall forfeit all deposits unless the date of the event is rebooked at an equal value. If the patron cancels ninety (90) days or less prior to the event date, the patron will be liable for 50% of the total amount due, unless the date is rebooked at an equal value.
12. In the event the patron is entitled to a refund of any monies paid on this agreement, the refund check will be made payable to the party posting the deposit.
13. The undersigned sponsor of the banquet affair specifically agrees and, without any other remedy, to make good for any and all damages to the property or appurtenances belonging to the Paseo Village Center as a result of the acts of his/hers guests, entertainers, musicians or any persons engaged by him/her during the course of the affair contracted for.
14. It is expected that the guests will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of the Village Center. Gentleman and ladies are requested to be clothed in a style compatible with the appropriate occasion.
15. It is understood that the premises will be left in the neat and orderly condition, free of debris or display refuse, and no later than the contracted date and time. Based on time and labor, an additional charge will be incurred as will be if the Village Center Staff is required to remove any damage or loss of any merchandise or articles brought into the Village Center. The Village Center is not responsible for the loss of personal property brought to the Village Center by residents or guests.

I have read and agreed with all specifications listed above.

Event _____ Event Date _____

Authorized Signature _____ Date _____

_____ Date _____

Paseo Village Center Signature _____ Date _____