

# *Astorhurst and La Casa Bella*

## *Catering Policies*

### *Room Charge*

There will be a Room Charge for Saturday Evening functions with less than 100 guests. Evening Events lasting more than six hours will be charged for the additional time. All evening events are expected to commence no later than midnight; after midnight a fee will be charged per half hour.

### *Tax and Gratuity*

All Selections are subject to 8% Ohio Sales Tax and a 20% Service Charge unless otherwise specified. Certain selections may have the tax and service charge included. Organizations that are tax exempt must provide its Tax Exempt Number prior to final billing.

### *Security and Liability*

If a Security Guard is required for the event, arrangements will be made by La Casa Bella at an additional charge. La Casa Bella Party Center is not responsible for any damaged, lost or stolen property.

### *Food and Beverages*

With the exception of cakes, outside food or beverages is not permitted to be brought in to our facility. All food and beverages are to be consumed on premise. Our facility does have a State Liquor License and is prohibited from allowing guests to bring in any alcoholic beverages.

### *Guarantee*

Menu selections must be decided upon ten days prior to the event accompanied by the final guest count. In the event the final guest count is less than 80% of the original booking amount, an additional fee may apply. Additional guests may be added up to 24 hours prior to the event and will be deducted from the deposit.

### *Deposits and Billing*

A deposit is required to hold the Banquet Facilities. The deposit will be returned within three business days after the function minus any remaining balances. Final Payment is required 7-10 days prior to the event. Final balances may be paid with cash, check, Discover, MasterCard, Visa or American Express. All payments made by credit card will be subject to a 3% bank fee. All prices are subject to change; the prices given at the time of a signed contract and deposit will be honored.

### *Services and Equipment*

Microphones, podiums and additional audio-visual equipment are available at an additional charge. Please inquire for specific prices and availability.

### *Decorations and Set Up*

White table linens, skirting, china, flatware and glassware are included in the food and beverage cost. Please allow our talented staff to bring your event to life with specialty linens, custom arrangements, props, signage and favors. Set up and deliveries by outside vendors can be done two hours prior to the event or by appointment.