

# Event Policies

- We ask for a deposit of 25% of the estimated invoice.
- Menu details and a guest count are both due five days prior to the event.
- A final guest count, if higher than the minimum, is due 48 hours prior to the event.
- All prices listed are for parties of 50 or more guests.
- If your guest count is between 15 and 49, please call for a price quote.
- Sales tax must be added to all parties without a tax exempt certificate on file.
- Due to market, prices are subject to change.
- There is a delivery fee (\$25.00 minimum) on all “self serve” orders.
- If your service time is delayed from the confirmed time, an additional fee will be charged.
- Leftovers are received in the event that you are under your confirmed number.
- If you have paid a deposit, and happen to cancel your event with us, the deposit is not refunded to you until we rebook that date with someone else.
- We accept payments of cash and check. Credit card payments add 4%, processing fee, to final bill.
- Full payment is due three days prior to the event.
- A service fee 10% will be added to all Full Service or Limited Service parties. Parties held at the Joslyn Castle and the Scouler Ballroom will apply a 18% service fee.
- Some levels of service may not be available at certain halls. Please ask.