

Terms of Agreement

- ❖ Prices apply to groups of 20 or more, unless otherwise specified, or Deluxe Corporate Package which has no minimum guest count is chosen.
- ❖ All prices are subject to change to meet increase in costs.
- ❖ Gratuities are calculated at 20% of food and beverage total and sales tax of 8.75%.
- ❖ Tax exempt organizations must present certificate prior to payment of function.
- ❖ The date of the function is not guaranteed until deposit is paid. Initial deposit is based on 20% of the anticipated total bill. Balance due at day of the function in the form of cash, check, or major credit card.
- ❖ Tentative bookings are good for one week.
- ❖ Exact count of guests must be guaranteed at least ten (10) business days before the function. This will be the guaranteed amount you will be charged even if fewer guest attend. Final billing will be based on this number, or the actual number of guests that attend the function, whichever is greater.
- ❖ It is our policy that all food and beverage items, with the exception of cakes for special occasions, are supplied and prepared by us or by a licensed bakery.
- ❖ Liquor, wine and other beverages may not be brought in from outside sources, or taken from the facility. We cannot serve alcoholic beverages to any person under the age of 21. Verbena reserves the right to refuse alcohol service to any guest at our sole discretion.
- ❖ Verbena reserves the right to substitute an alternative area if the original estimate of attendance falls.
- ❖ Verbena, or its employees, cannot be held responsible for lost or left behind articles in the banquet area before, during, or following the function.
- ❖ Any damages occurring to Verbena Restaurant's property by client, or guest, will be the responsibility of the stated client.
- ❖ **Decorations:** All decorations must be removed from the facilities immediately following the function. Arrangements must be made to decorate prior to the function. Decorations may **not** be attached to the walls or any other surface. The decorations must not damage the facility. The use of **glitter and confetti in NOT permitted. Decorations may be placed on the table or tied to a chair.** Tape or any other adhesive products may not be used.

Date of Function: _____ Deposit Received _____

Function Representative _____ Manager _____

Date: _____