

## Focaccia's Restaurant and Catering

208-322-2838

### DINING ROOM RENTAL

#### TERMS OF USE

**Reservation:** A paid deposit 30 days prior to the event date is required to book the dining room. Maximum capacity of the dining room for seated dinner is 60 people and for stand up cocktails is 70 people.

**Payment Terms:** Payment of 50% of the cost of the event is due with signed confirmation. Full payment is due 7 days prior to event.

**Décor:** Dining room is rented as is. Linens can be provided at client expense. Dishes and glassware are provided in limited quantities. Additional serving ware can be rented at client expense. No Decoration to walls or windows is allowed Candles in votives or other enclosed vessels are allowed. Open flames are not allowed. All décor must be approved by a manager in advance of the event. Any approved items brought in to the dining room must be brought out no later than 1 hr after event's close.

**Guest Count:** Client agrees to inform the caterer, by phone, email, or writing as to the final number of guests with 14 days of the event. Client will be charged for the number of guests and services on the invoice if no alternate final number is received within 14 days of the event. After confirmation of your event 14 days prior, the number of guests may not be lowered.

**Client's Responsibility:** The Caterer is not responsible for any items provided by client to the event. (i.e., flowers, gifts, dishes, glassware, serving pieces, etc.) The caterer is only responsible for those items provided by caterer and no other items. No outside Food or Beverage is allowed.

**Alcoholic Beverages:** Client agrees to take all responsibility for the action of guests who are consuming alcoholic beverages during and after the event. Bar service includes wine, beer and fountain drinks only. Hard liquor is prohibited on the premises.

**Default:** Caterer's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond the caterer's control. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.

**Cancellation:** A cancellation of contract will only be accepted in writing. If written cancellation is received 30 days prior to the event, 50% payment will be refunded. If cancellation is received less than 30 days prior to the event date, client will be responsible for any costs incurred by the caterer by reason of breach thereof, and the 50% payment will be retained as partial liquidation of damage.

**Prices:** Prices stated are subject to change according to the market price of products and with final guaranteed number of guests until final invoice 14 days prior to event. If a market change occurs, client will be notified and provided an option for a reasonable substitution.

**Staffing Policy:** In order to assure a successful event, Focaccia's Restaurant Catering Company requires the following staffing policy for all catering events:

One (1) server and 1 kitchen staff is required per 30 guests for buffet service. Service is charged at a rate of 125.00 per server for 4 hours of event time and 25.00 per hour per server for each additional hour of event time.

Three (3) servers and 3 Kitchen staff per 30 guests full plated service. Full plated service is charged at a rate of 150.00 per server for 4 hours of event time and 35.00 per hour per server for each addition hour of event time.

One (1) bartender is required per 30 guests. Service is charged at a rate of 125.00 per bartender for 4 hours of event time and 25.00 per hour per bartender for each additional hour of event time.

**Tasting Policy:** Both menu and wine tastings are available for clients with a confirmed booking and deposit. Tastings fees begin at 25.00 and will depend on tasting menu. Please note not all items on a menu will be available for tasting.

**Food Allergies:** Focaccia's Restaurant and Catering Company is not liable for food allergies or dietary needs of guests. Please consider allergies and special needs when planning the menu. No additions or changes will be made outside of the final confirmed menu.

### **Sunday and Monday**

The dining room is available for private events from 5 PM to 9 PM.  
A guaranteed minimum Food and Beverage total of \$1000.00 will be applied to all events. This does not include labor, tax or gratuity.

### **Tuesday - Thursday**

The dining room is available for private events from 5 PM to 9 PM.  
A guaranteed minimum Food and Beverage total of \$1200.00 will be applied to all events. This does not include labor, tax or gratuity.

### **Friday and Saturday**

The dining room is available for private events from 5 PM to 9 PM.  
A guaranteed minimum Food and Beverage total of \$1500.00 will be applied to all events. This does not include labor, tax or gratuity.

Please sign below to indicate you agree to the terms and conditions stated above.

**CLIENTNAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**FRCC SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_