

Jhon's Place

RISTORANTE ITALIANO

112 SOUTH MAIN STREET • OLD FORGE, PENNSYLVANIA 18518 • (570) 457-5470 • FAX (570) 457-5471

www.jhonsplace.com

BANQUET CONTRACT & TERMS AND CONDITIONS

THANK YOU FOR ALLOWING US TO HELP WITH YOUR SPECIAL OCCASION.

Please guarantee this reservation with a credit card number and signature. The deposit payment of 10% of the estimated cost of your event will be processed immediately.

Please Note: The Deposit Is Non-Refundable

Host Name: _____ Company Name: _____

Function: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (Day) _____ (Eve) _____ (Cell) _____

Fax: _____ Email: _____

Date of Event: _____ Time: _____

Minimum Number of Guaranteed Guests: _____ Children (if any) _____

Credit Card Number: _____ Type of Card: _____

Name as it appears on card: _____ Expiration Date: _____

The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.

Host Signature: _____ Date: _____

Banquet Manager Signature: _____ Date: _____

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The following policies explain the basic guidelines for Jhons Place and will assist you in the planning stages of your event. Specific details pertaining to menu selections, room and table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by the Staff and Management of Jhons Place to ensure a successful event. A well-planned and successful event requires a review of the following policies.

1. MINIMUM FOOD SERVICE CHARGE – PER EVENT

The Bella Sera Room - \$2000
The Luna Rossa Room - \$1000
The Luna Rossa Lounge - \$500

2. PREVAILING LAWS

All federal, state, and local laws, with regard to food and the purchase and consumption of alcoholic beverages, are strictly followed. Jhons Place reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with established policies and laws.

3. FOOD AND BEVERAGE EXCLUSIVITY, and POLICIES

Jhons Place holds exclusive rights to provide all food and all beverages, for the contracted function, with the sole exception of special occasion cakes where a \$1.25 per person cutting and serving fee shall apply. All Banquet Buffet food will be served for 1-½ hours, at which time it will be removed from the event. No food can be taken off premises.

4. DEPOSIT AND PAYMENT POLICY

All deposits are non-refundable. A deposit equal to 10% of the estimated cost of the event shall be paid to Jhons Place at the time of contract signing. The balance of the estimated cost must be paid no later than seven (7) days prior to the scheduled function date. Acceptable forms of payments are cash, checks drawn on local banks, or approved credit card. Any remaining balance is due in full at the conclusion of the event.

5. SERVICE CHARGES AND SALES TAX

A service charge of 20% will be added to all food and beverage charges. The total of food and non-alcoholic beverages will be subject to the Pennsylvania sales tax of 6%, or the then current tax rate. Groups requesting tax exemption must submit a Tax Exempt ID Number and Certificate issued by the State of Pennsylvania, or we will be required to apply the sales tax rate to the final bill.

6. PRICES

All prices are subject to change without notice. A price guarantee will only be honored after receipt of the signed Banquet Contract, and payment of 10% of the estimated cost of the scheduled function.

7. ADDITIONAL SERVICES & FEES

A coatroom attendant is available at a charge of \$50.00 per event. Valet parking is available at the current rate and is also based upon the final guaranteed guest count. Culinary chefs for food station presentations are available for \$75.00 per chef. Bathroom attendants are available for \$50.00 each for the event.

8. MENU SELECTIONS

All menu selections must be received at least seven (7) days prior to the function. At that time they will be considered final and not subject to change. See Banquet Menu Details Attachment.

9. BAR SERVICES

Open Bar: All charges relative to bar services will be the responsibility of the individual hosting the event. Cash Bar: Each individual guest will be responsible for the expenses associated with their own bar services. For the contracted function, Bar Services and the serving of alcoholic beverages are the exclusive rights of Jhons Place.

10. GUARANTEED NUMBER OF GUESTS

Confirmation of the final number of attendees for the function must be submitted to Jhons Place Banquet Manager no later than seven (7) days prior to the function. All charges will be based upon one of the following: the original attendee figure on the signed Banquet Contract, or the final confirmed guarantee, or the actual number of guests served, whichever is greatest. If the required final confirmed guarantee is not submitted seven (7) days or more, prior to the function, the original attendee figure on the signed Banquet Contract will be considered the final confirmed guarantee.

11. SIGN POLICY

All signs must be professionally printed or painted, and the Banquet Manager must pre-approve use within Jhons Place. Signs can be placed on easels. Nothing can be affixed to any walls, floors, or ceilings, by any means.

12. SMOKING POLICY

Jhons Place Banquet Facilities are non-smoking.

Host Initials _____

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13. ELECTRICAL

Any unusual electrical requirements, which cannot be handled by the existing system, must be discussed in advance with the Banquet Manager. Costs to handle any additional electrical requirements are the responsibility of the event Host.

14. AUDIO-VISUAL

Jhons place can accommodate your audiovisual requirements, at an additional cost. The Host may hire their own audiovisual services contractor for the event Jhons Place reserves the right to approve of the Host's audiovisual services contractor or to deny access of said contractor to the banquet facilities.

15. TELEPHONE

Should the function require a house telephone, speakerphone, or conference call, these needs must be coordinated in advance with the Banquet Manager, who will coordinate the effort and provide cost information for the Host's review and acceptance.

16. GUEST CONDUCT

The Host accepts responsibility for the conduct of all guests in attendance and for any damages caused to Jhons Place by any of the Host's guests.

17. SECURITY

Jhons Place requires security personnel for all groups whose size, program or nature indicates such a need. Jhons Place management solely determines the need for Security and must pre-approve the Security Company, which can be selected by the Host. Host is responsible for all costs of security services.

18. ENTERTAINMENT

Entertainment, contracted by the Host, is permitted, but entertainers must provide their own audio equipment.

19. PARKING

Event parking is available behind the restaurant, across Main Street in the lot on the northwest corner of Oak and Main Street, and on-street. Valet Parking can be accommodated. Please discuss with the Banquet Manager. Additional charges apply for Valet Parking.

20. RELEASE AND INDEMNITY

The Host, on behalf of the Host and all of the Host's guests, expressly agrees to indemnify, release and hold Jhons Place harmless of, from and against any and all losses, costs of collection, damages, attorney's fees, expenses, and all claims and liability growing out of, or resulting from this agreement, Host or Host's guests, or third parties' personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and/or food, and any act of negligence by Jhons Place personnel. Jhons Place is not liable for utility outages, including, but not limited to water, natural gas and electricity. No refunds will be made should utility service be interrupted.

21. ENTIRE AGREEMENT

This Agreement, including the attachments hereto, constitutes the entire agreement between the parties with respect to the subject matter hereto and supersedes all prior or contemporaneous written, oral or implied understandings, representations and agreements of the parties relating to the subject matter of this Agreement.

I acknowledge the receipt, review, and acceptance of the Jhons Place Banquet Contract & Terms and Conditions

Host Signature: _____ Date: _____

Banquet Manager Signature: _____ Date: _____