

# Barone's Tuscan Grill Banquet Agreement

Thank you for choosing Barone's Tuscan Grill. Please be sure to read the following agreement, our FAQ's and Decorating Guidelines that are available on our website and initial where indicated. Please contact us with any questions that you may have.

## Deposit and Confirmation:

To secure your reservation, please return this signed agreement along with your 25% deposit. All deposits are *non-refundable* and can be paid by cash, check or credit card. A \$35 fee will be placed on returned checks. Deposits will be applied to the remaining balance due at the conclusion of the event, payable by cash or credit card. BTG reserves the right to release function space which has not been confirmed by the receipt of the signed agreement and or deposit.

## Guest Count:

As a rule of thumb, 20% of the invited guests will be unable to attend. This number will be your guaranteed guest count when booking your event in order to reserve the appropriate amount of space to accommodate your guests\*. Providing a final guest count is the responsibility of the host and must be submitted 14 days prior to your event date. You will be charged for the final guest count or the actual number of guests in attendance, whichever is greater. Once the final guest count has been submitted, it is not subject to reduction. If a final count is not received, the party will be charged for the full invited count listed on the agreement. Tray(s) of 1 of your included entree choices can be provided for the difference in the final count and those in actual attendance.

Initials\_\_\_\_\_

## Rooms, Set-up and Clean-up:

1. Room assignments are made according to the maximum number of guests anticipated. Because these numbers may vary from the final guest count, BTG reserves the right to change room assignments to best accommodate either increasing or decreasing attendance. Please be sure to not invite more than the number provided us to insure that all of your guests can be accommodated.

Initials\_\_\_\_\_

a. For parties of 65 or more that require an extended room(s), the guaranteed minimum guest count must be no less than 5 people of the invited count in order to hold the maximum space needed should everyone attend\*.

Initials\_\_\_\_\_

b. Although we do our best to provide privacy for each party, private rooms are not guaranteed. Rooms and their setup are not designated until all final guest counts have been received. The appropriate space is provided based on this count.

Initials\_\_\_\_\_

c. Because we are a restaurant and not a banquet hall, our space is limited. Our staff will need to be able to move around freely in order to properly serve your guests; therefore, **large props, chairs and decorations are prohibited**. The cost of repairs, damage or injury incurred by or to large decor will be the responsibility of the host. **Decorations cannot be attached to ANY surface by ANY means and our furniture, decor/holiday decor cannot be moved or removed**. A \$50 fee will be added for each and every violation of this policy. Please read our Decorating Guidelines before planning your decorations or please ask a Barone's employee if you are unsure.

Initials\_\_\_\_\_

d. Most luncheons are from 12pm to 3:30pm. We invite you to begin decorating at 11am and invite your guests to arrive at 12pm. Due to limited space, decorations, cake and alcoholic beverages cannot be received prior to your event date unless special accommodations have been approved by management.

Initials\_\_\_\_\_

e. BTG is not responsible for the set up, removal or discarding of any decorations. Any loss or damage of any items left behind will be the sole responsibility of the group. Initials\_\_\_\_\_

f. Clean up of the premises must be completed by 3:30pm for luncheon events and 9:45pm for dinner events unless otherwise approved. Initials\_\_\_\_\_

g. The host is responsible for insuring that the following rules are adhered to by those who are assisting in the planning and setting up/cleaning up the premises: Initials\_\_\_\_\_

**Menu Selection:**

2. BTG will prepare and charge for food based on the final guest count received. Menu selections are the responsibility of the host and must be finalized 14 days prior to the event. Menu selections not finalized within this time frame are subject to a "Default Menu". Initials\_\_\_\_\_

a. All food will be provided by BTG. Other than a *celebration* cake, no outside food is permitted. Outside food will not be allowed to be served unless a request has been submitted by email and approved by management at an additional charge of \$2.00 per person. No exceptions. Initials\_\_\_\_\_

b. BTG does not provide juice, carafes or service ware for outside items with the exception of wine and champagne glasses, beverage tubs and ice. Containers for outside food & leftover cake will not be provided. Initials\_\_\_\_\_

c. Events with a start time of 2pm or after are required to choose from the Dinner Banquet Menu

d. Menu selections, prices and fees are subject to change without notice. Initials\_\_\_\_\_

**Tax and Gratuity:**

New Jersey sales tax and 20% gratuity will be automatically added to the bill. Additional gratuity can be added if deemed appropriate by the host. Initials\_\_\_\_\_

Organizer's Name: \_\_\_\_\_ Event Day/Date/Time: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occasion: \_\_\_\_\_ Guest of Honor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Guests Being Invited: \_\_\_\_\_ Number of Children Included in this Count: \_\_\_\_\_

*(\*Knowing how many people are being invited helps us to reserve the appropriate amount of space to accommodate your guests so please be as accurate as possible and continue to keep us updated as your RSVP's are received. Your guaranteed guest count will be 20% less than the total guests invited unless additional room(s) are being reserved \*\*See section 1a. Notifying us as early as possible allows us to try to rebook the additional space that is no longer needed. If we are able to do so, your guaranteed guest count can be adjusted).*

I have read and understand the conditions outlined in the Banquet Agreement, Decorating Guidelines and FAQ's. I agree to comply with the stated conditions.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your signed agreement to the above address or send a PDF(no pictures please) and email to [BaronesTuscanGrillInfo@gmail.com](mailto:BaronesTuscanGrillInfo@gmail.com).