



## **ATTENDING GUEST POLICIES**

**A FINAL GUEST COUNT MUST BE OBTAINED NO LATER THAN 72 HOURS BEFORE THE EVENT DATE. THIS GUEST COUNT WILL BE USED TOWARDS FINAL CHARGE ON THE CONTRACT FOR THE EVENT.**

**IF A LESSER AMOUNT OF GUESTS ATTEND ON THE DAY OF THE EVENT, THE RESTAURANT HAS THE RIGHT TO CHARGE ACCORDINGLY WITH RESPECT TO THE ORIGINAL AND ADJUSTED GUEST COUNT ON THE CONTRACT.**

**WE UNDERSTAND THAT LAST MINUTE CHANGES MAY OCCUR AND PARTY SIZES CHANGE. OUR POLICY IS DESIGNED TO PREVENT OVERCHARGING FOR OUR GUESTS AT THE SAME TIME TO BE RESPONSIBLE FOR OUR BUSINESS PRACTICES THAT RELATE TO LABOR AND FOOD COST.**

**THE FOLLOWING IS THE TIME FRAME AND THE PERCENTAGES THAT RELATE TO GUEST COUNT:**

**31 DAYS PRIOR TO EVENT, DEPOSIT BECOMES NON-REFUNDABLE WITH SIGNED CONTRACT.**

**7 DAYS PRIOR TO EVENT, CONTRACT DETAILS MUST BE FINAL.**

**THIS INCLUDES MENU SELECTION, GUEST COUNT, TIME OF ARRIVAL, AND LOCATION.**

**4 DAYS PRIOR TO EVENT, THE RESTAURANT RESERVES THE RIGHT TO CHARGE 60% OF FINAL GUEST COUNT.**

**DAY OF EVENT, THE RESTAURANT RESERVES THE RIGHT TO CHARGE 85% OF THE FINAL GUEST COUNT.**

**IF ALL POLICIES ARE UNDERSTOOD AND AGREED TO  
PLEASE SIGN AND RETURN.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**