

# The Veranda Banquet Room Contract

2122 Second Street Fort Myers, Florida 33901 **PHONE:** (239) 334-8634 **FAX:** (239) 332-7232

**Banquet Manager:** Micki Carlson-Funk – [mcarlsonfunk@verandarestaurant.com](mailto:mcarlsonfunk@verandarestaurant.com)

**Client Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Guest Count:** \_\_\_\_\_

*CY Set Up W/Onsite Furnishings - \$250.00*       *CY Set Up W/Rental Furnishings \$ 500.00*

*A/V: Screen - \$25.00*       *LCD Projector - \$200.00*

## Banquet Rooms:

	ROOM NAME	LOCATION	CAPACITY	ROOM CHARGE
	<b>GARNER ROOM</b> Private	DOWNSTAIRS LOUNGE AREA	12 MAX	\$40.00
	<b>YOUNGER ROOM</b> Private	UPSTAIRS (No Elevator)	40 MAX	\$50.00
	<b>YOUNGER ROOM PORCH</b> Private	UPSTAIRS (No Elevator)	8 MAX	\$35.00
	<b>TWIN ROOM</b> Private	UPSTAIRS (No Elevator)	20 MAX	\$50.00
	<b>COURTYARD-OUTDOORS</b> The Courtyard Fee includes tables, chairs, white linens, china, glassware & cutlery  <b>For Inclement weather day of event see note #16</b>	CEREMONY ONLY Mon – Sat \$750.00 CEREMONY & RECEPTION Mon - Thurs \$1000.00 CEREMONY & RECEPTION Fri & Sat \$2400.00  <b>½ Cy Rental Maximum 25 guests in party ½ CY Rental Mon – Thurs - \$225.00 Fri – Sat - \$500.00</b>	80 SIT DOWN <b>75 Guests Maximum With space for DJ &amp; Dance Floor 150 CKTL MAX</b>	<b>Courtyard Fee No Ceremony M-TR \$450.00  FRI-SAT \$1000.00</b>
	<b>ENTIRE HOUSE RENTAL</b>	<b>MINIMUM #100 GUESTS</b> Buffet Pricing From \$46.95	200 MAX	M-TR \$4000.00 FRI-SAT \$5000.00 SUN \$5000.00

# Menu Selections

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*Plated*    *Buffet*    *Hors d'oeuvres Only*    *Other:* \_\_\_\_\_

**Hors d'ouvres Selections:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entree Selections:** \_\_\_\_\_  
\_\_\_\_\_

**Dessert Selections:** \_\_\_\_\_  
\_\_\_\_\_

**Cake Delivered By:** \_\_\_\_\_

**Cake Service Fee ~ \$2.50 per guest:** \_\_\_\_\_

# Bar

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Open    Cash    Set Up Fee \$75.00    Wine Corkage Fee \$25.00 per bottle

**Bar Notes:**

\_\_\_\_\_  
\_\_\_\_\_

**Florist:** \_\_\_\_\_

**DJ:** \_\_\_\_\_

**Rental Company:** \_\_\_\_\_

**Planner:** \_\_\_\_\_

1. A guarantee (minimum number) is required 72 hours before a scheduled event. The Veranda will charge for the guaranteed number, or the number of guests attending, whichever is greater. If no guarantee is received, the Veranda will prepare and charge for the number of persons estimated for the event order. **Children shall be included in your total count.**
2. Because our costs might increase, especially if you book your event many months in advance, we guarantee all of our pricing for thirty (30) calendar days before your event. Should market costs, in fact, increase for food expense, labor and/or other items, The Veranda reserves the right to increase your price in order to meet our increased costs. Any estimate is subject to change; prices are non-binding.
3. Final menu selections should be submitted no later than one week prior to the function to ensure availability of the desired menu items.
4. All food and beverages, including liquor must be purchased through the Veranda. Cakes & Wine are the only exception. A cake service fee (\$2.50 per guest) and a wine corkage fee (\$25.00 per bottle) will apply.

5. All prices are subject to change. Notifications will be made when possible.
6. Customer cancellation within **14 days** of the scheduled event will be subject to the greater of the following charges, (a) the minimum food revenue guarantee plus beverages OR (b) the minimum number of guests customer guarantees will be paid for times the lowest priced entrees plus beverages applicable to the confirmed meal period, or the contracted menu plus beverages based on the published menu price the date of cancellation; whichever is greater. Service charge and taxes will be added and the total amount (less the nonrefundable deposits paid to date) is due and payable by the customer within three days of cancellation.
7. Payment in full is required on the day of event. **NO EXCEPTIONS!**
8. Decorations and music are the responsibility of the booking party.
9. Any items to be put on walls or any signs must be approved by the Veranda. The use of nails, tacks, adhesive tapes, or pins is prohibited. No confetti or glitter is allowed. **No sparklers, fireworks or any other incendiaries are allowed.**
10. The Veranda reserves the right to move functions to other areas of the facility without prior notification.
11. The Veranda reserves the right to inspect and monitor all functions being held on the premises.
12. The Veranda will not assume any responsibility for the damage or loss of any merchandise, and/or articles left on the premises before, during, or after your function.
13. The customer is responsible and shall reimburse the Veranda for any damage, loss or liability incurred by the Veranda by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during or after the function.
14. A cleaning fee will be charged for an excessive mess. The amount will be determined on the size of the mess.
15. The Veranda shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Veranda, preventing or interfering with the Veranda's performances.
16. If inclement or the threat of inclement weather requires the renting of a tent for the outdoor courtyard space on the date of an event the Veranda Restaurant will coordinate the renting of said tent and will incur 50% of the cost of the rental the other 50% of the rental will be charged to the client.

**Billing: Visa / Master Card / AMEX/ Discover #** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Client agrees to one check with 6.5% Sales Tax added. Customarily we add a 20% gratuity for your convenience. This amount may be modified at your discretion.**

**I have read and understand this agreement and enter into this agreement freely and voluntarily.**

**Client Signature of Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_