



# Sienna Contract

**SECURING A DATE:** There is no guarantee for any date until we obtain a signed contract along with a \$100.00 non-refundable deposit. Your full deposit amount will be deducted from your final bill. Once the signed contract and deposit are received by Stancato's we will then guarantee the date and time. No date or time changes will be made once the contract is signed. Cancellation of your event will forfeit your deposit.

**MENU AND FOOD POLICY:** Your guests will be using our buffet area in our dining room. Buffet items are changed daily. Off the menu ordering, Ala Carte Banquet items and private buffets are prohibited for Sienna events. All buffet food must be consumed on premises and "to go" items will be allowed, the only exception for this will be dessert ordered through Stancato's. Cakes and mini pastry trays may be preordered from Stancato's, all cakes must be paid in full prior to your event in order to be ordered. If you have a guest with specific dietary needs we will be happy to accommodate them. Buffet price does not include a beverage, tax, or gratuity.

**FINAL COUNT:** Your contract requires the following minimum guaranteed number of 20 guests to book the Sienna. You are responsible to pay the balance of 20 guests even if your actual number of guests falls below 20.

**BILLING:** Additional room fees for overtime or damages must also be paid the day of your function. Stancato's accepts all major credit cards including Visa, Mastercard, Amex and Discover. No personal checks. Federal Tax ID #34-1043996

**DECORATING POLICY:** Decorations such as balloons and centerpieces are permitted. However, in order to help maintain our facilities, glitter/confetti are not permitted. Banners or signs may not be attached to the walls, windows, mirrors, or ceiling. Guests are permitted to decorate a half hour before the start time of their banquets. Additional clean up fees may apply if the decorating policy is not adhered to.

**ADDITIONAL ROOM FEES:** Time in excess of contracted time will constitute an overtime charge. Damages if any will be assessed by management at the close of your event including but not limited to the walls, ceiling or floor. The contracted individual is responsible for payment and will be charged the day of the event. Any party exceeding the allowed time period will be billed accordingly:

Sienna minimum 2 hours \$100.00 per additional hour

I have read and understand the following content of this contract

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Event Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

CVC #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_