



# Banquet Room Contract

Reservation#: \_\_\_\_\_

**BANQUET QUOTES:** All banquet prices without contract and deposit are subject to change. The written quote is only good for the specified date and time. Day of the week, time of day and other factors can affect pricing. Online pricing, including non-contractual pricing is subject to change without notice.

**SECURING A DATE:** During the initial conversations regarding availability, we can tentatively hold a date for you for 7 days (although should another guest request the same date and time a deposit would be required immediately). There is no guarantee for any date until we obtain a signed contract along with a \$200.00 non-refundable deposit. 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:** Menu choices must be called in 14 days prior to your event. Stancato's reserves the right to prohibit food from outside sources in its banquet facilities. The only exception to this is dessert, additional fees may apply. If you have a guest with specific dietary needs we will be happy to accommodate them.

**ALCOHOL POLICY:** Stancato's Ohio State Liquor License prohibits serving alcohol in our facility that is not purchased by Stancato's. Alcoholic beverages of any kind are never permitted to be brought in by any outside sources. This policy is strictly enforced and no exceptions will be made.

**FINAL COUNT:** Your contract requires the following minimums: Celebratta 60 guests • Longobardi 40 guests • Festivali 30 guests • La Famiglia 20 guests. 72 hours prior to your event we will need to know your final count of expected guests. This is the number you will pay for unless more guests attend than the final count. You will be charged the quoted per person amount for each guest over your guaranteed number. If attendance is lower than your guaranteed number you will be responsible for payment of the guaranteed number.  
**NO ALLOWANCE WILL BE MADE FOR LESS THAN THE GUARANTEED NUMBER.** If you would like we would be happy to pack the no show meals in to go containers for you to take home.

**BILLING:** Your balance must be paid in full the day of your event. All functions will include 8% sales tax, as well as a 20% service charge. The charge for guests in excess of the guaranteed number is due the day or evening of your function. 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

**SERVICE CHARGE:** Stancato's imposes a mandatory service charge of 20% of the total cost of your banquet (the "Service Charge"). The Service Charge is imposed to reduce Stancato's costs related to banquet coordination, room preparation, room maintenance and other costs associated with operating a banquet facility, such as the hourly wages of our banquet servers. Stancato's banquet servers are paid an hourly wage of at least the applicable Ohio minimum wage and are therefore not considered "tipped employees" under the Fair Labor Standards Act of Ohio Law. Although a portion of the Service Charge is used to pay the banquet servers' hourly wages, the Service Charge is not a tip or gratuity and the banquet servers do not receive any of the proceeds of the Service Charge beyond their hourly wage rate. Customers wishing to leave a tip or gratuity for the banquet servers may do so at their own discretion. Tips or gratuities that are left by banquet customers will be split equally amongst the banquet servers assigned to the particular banquet for which the tip or gratuity was left. If you have any questions related to the Service Charge, please contact the Banquet Manager or General Manager.

**DECORATING POLICY:** Decorations such as balloons, centerpieces and table runners 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:

Celebratta	minimum 4 hours	\$300.00 per additional hour
Longobardi	minimum 4 hours	\$200.00 per additional hour
Festivali	minimum 3 hours	\$200.00 per additional hour
La Famiglia	minimum 2 hours	\$200.00 per additional hour

I have read and understand the following content of this contract

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

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

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

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

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

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

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