



## **2024 BANQUET CONTRACT:**

**BANQUET QUOTES:** A minimum of 25 guests is required for any reservation in the banquet room. All banquet prices, without contract and deposit, are subject to change. There will also be a required cumulative \$600 minimum purchase of food on the date of the event. The written quote is only good for the specified date and time; day of the week, time of day and other factors can influence pricing.

**SECURING A DATE:** During the initial conversations regarding date availability, we can tentatively hold a requested date for you for up to 24 hours. (However, should another guest request the same date and time a deposit would be required immediately). There is no guarantee for any date until we have obtained a signed contract along with a non-refundable deposit. Once the signed contract and nonrefundable deposit are received by TEAMZ, we will then guarantee the requested date and time for an event. No date or time changes will be made once the contract is signed. Cancellation of your event will then forfeit your deposit.

**SERVICE CHARGE:** TEAMZ imposes a mandatory service charge of 20% of the total cost to your banquet event. The charge is imposed to reduce TEAMZ cost 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. Our banquet servers are paid an hourly wage of at least the applicable Ohio tipped employee minimum wage. Although a portion of the service charge is used to pay the server's hourly wage, the service charge is **not a tip** and the servers do not receive any of the proceeds beyond their wage. Customers wishing to leave a tip for their servers may do so at their own discretion. Tips that are left by the banquet customers will be split equally amongst the servers assigned to the banquet for which the tip was left. If you have any questions related to the service charge, please ask for or contact a manager.

**MENU AND FOOD POLICY:** Menu choices must be called in or placed at least 10 days prior to your event. TEAMZ reserves the right to prohibit food from outside sources in its banquet facility. The only exception to this is store bought desserts, which needs to be approved by management and additional fees may apply. If you have guests with specific dietary needs, we will be happy to accommodate to them. Certain menu items are subject to price fluctuation based on current market pricing.

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

**FINAL COUNT:** Prior to your event we will need to know your final count of expected guests. Regarding entrée buffet style dining, 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 guests over your guaranteed number. If attendance is lower than your guaranteed number, you will be responsible for the payment of your 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 into to-go containers for you to take home.

**BILLING:** Your balance must be paid in full the day of your event. All functions will be charged 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. TEAMZ accepts all major credit cards including: Visa, MasterCard, Discover, and American Express. There will also be an additional convenience fee of 2.50% on all orders. If paying with cash, the 2.50% convenience fee will be removed. No personal or business checks are permitted. If the guest has a TEAMZ Loyalty card, their card is prohibited from being applied to the final bill.

**DECORATING POLICY:** Decorations such as balloons, center pieces, table sashes, table cloths, etc. are permitted. However, in order to maintain our facilities, glitter/confetti are **NOT PERMITTED**. Banners or signs may not be attached to the walls, windows, mirrors, or ceiling using any form of adhesives. If you do have items you wish to hang, please contact management to assist with placement. Guests are permitted to decorate an hour before the start time of their functions. There will be a \$150 charge if any of these policies are not adhered to (Example: glitter on tables or floors; tape/glue dots/putty on walls).

**ROOM FEES: PAID IN ADVANCE WITH A CREDIT/DEBIT CARD**

Sunday – Thursday      \$100 (non-refundable)

Friday or Saturday      \$150 (non-refundable)

Room fee includes use of the banquet room for 4 hours, any additional hours will be \$50.00 per hour. These charges will be applied after the 4-hour limit has been reached.

**ADDITIONAL ROOM FEES:** White linens are available for use at \$15.00 per table. 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 individuals are responsible for payment and will be charged the day of the event. Any party exceeding the allowed time period will be billed accordingly.

I have read and understand the content of this contract

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

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

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