



Room Rental Rates and Information

- ★ Room Rental Rates are for 4 (four) hour events. Additional time will incur an additional \$100/hour fee. Included are 2 hours of set up and preparation before the event and 1 hour of clean up after the event. Rates are listed as Day (7am to 4pm)/Night (4pm to 11pm).

Monday – Thursday 150/300

Friday & Sunday 300/750

Saturday 600/1500

- ★ The client agrees to pay an initial nonrefundable deposit of \$500. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature. This \$500 deposit will be applied to the final total owed.
- ★ The client agrees to pay a **refundable** DAMAGE DEPOSIT of \$250. This payment will be returned to the client up to two weeks after the event has been held upon inspection of the equipment and property have been checked for damage. Any additional labor cost incurred due to excessive cleaning will be deducted. This payment is due **14 days** prior to the date of the event.
- ★ The remaining agreed upon VENUE RENTAL FEES will be due **14 days** prior to the date of the event. *A 50% payment is due 30 days* prior to the date of the event. Unpaid balances may result in cancellation of event.
- ★ DATE CHANGE – If the client is forced to change the date of the event, every effort will be made to support the new date. The client agrees that any additional expenses related to the date change are the sole responsibility of the client.
- ★ CANCELLATIONS – If the event is cancelled, all payments made to date are nonrefundable. All cancellations must be in writing and submitted to laurie@starspanglecatering.com. HOWEVER, the Venue Rental Fee will be refunded if the property has been re-rented for the entire period and the replacement event prepayments have cleared. We will make every effort to rebook the property; however, if the property is not rebooked the client will forfeit all monies paid. If a cancellation is successfully re-rented, all of the Venue Rental Fees, taxes, and Damage Deposit will be refunded, less a \$100 cancellation fee.



Staffing Information

- ★ Star Spangle Catering staff are required to help maintain adequate dining room appearance. This consists of a banquet captain for \$150, and any additional staff members will be \$100 each. Staff members will work 2 hours of setup, 4 hours of service and 1 hour of cleanup. For each additional hour, a charge of \$25 per staff member will be added. (1 staff member is required per 25 guests).

General Venue Information

- ★ Daytime events will be held in the dining room with a partition separating the bar area from the dining room. Tables and seating for 80 guests. There may be additional charges for parties exceeding 80.
- ★ After hour/evening events will have full use of the facility. Maximum capacity is 150 guests.
- ★ All Room Rentals will include the following:
- ★ Mid-length linens of black, white, or ivory, as well as cloth napkins are included. Custom linens will incur additional charges.
- ★ Glassware, silverware, plates, serving utensils, and barware for 80 guests. There may be additional charges for parties exceeding 80.
- ★ Cake and gift tables available.
- ★ Use of wall mounted television with HDMI cable available for hook up to your computer.
- ★ Podium available upon request.
- ★ Customized room set up is included with floor plan agreed upon 7 days prior.
- ★ No smoking is allowed inside the venue. Smoking is permitted only in designated areas outside.
- ★ All children under the age of 16 must be supervised at all times.
- ★ Maximum guest occupancy is 150 per Virginia Beach Fire Department.
- ★ Ample lighted parking.
- ★ *Reminder: Star Spangle Catering staff will not handle outside items including but not limited to electronics, décor, food or beverages. Star Spangle Catering is not responsible for any damages of outside items.*



Wedding Information

- ★ Use of the driving range for special events will incur a fee of \$150/weekday or \$300/weekend. Honeybee Golf Club General Manager must approve any request for use of the driving range.
- ★ Tastings are reserved for weddings that have 80 or more guests. That tasting will be for 3 people (typically bride, groom, & coordinator). That tasting will be considered complimentary. Up to 3 more guests can be invited for an additional \$25 per person.
- ★ If we do not yet have a signed contract and \$500 deposit at the time of the tasting, there will be a \$25/person charge that will be applied towards the cost of the event.
- ★ There will be a \$200 ceremony fee.
- ★ Ceremony chairs may be rented starting at \$3 per chair.
- ★ Use of the golf course for photos is permitted, HOWEVER, it is likely that there will be active golfers and you must plan your time accordingly not to interfere with rate of play for golfers. We are not responsible or liable for injuries incurred.

Alcoholic Beverages / Illegal Substances Information

- ★ All alcoholic beverages will be purchased and served from a Star Spangle Catering Inc employee. There will be a \$150 bartender fee for contracted events. Last call will be 20 minutes before the end of the event. Alcoholic beverages may not be served to minors. Illegal substances are not allowed on the property.
- ★ Criminal activity, any endangerment or threatening actions towards staff or other guests, or behavior that may potentially cause damage to the business or property are prohibited. For those reasons, Star Spangle Catering Inc reserves the right to end or close the event. This will be conducted with local law enforcement if required, up to and including civil/criminal charges filed. No monetary refunds will be given for terminated events.

Gratuity & Tax Information

- ★ A 20% gratuity will be added to all Banquet Event Orders. An 11.5% state and local tax will be added to all food, beverage, and supplies purchased. State tax of 6% will be applied to all rental items, including Venue Room Rentals and service fees.



Insurance & Liability Information

- ★ Designate a non-drinking driver before your event. Remind others to do the same. Do not drink and drive. Your car may stay overnight without risk of being towed.
- ★ INSURANCE – By entering this agreement, Star Spangle Catering Inc is to be held harmless from any and all injury or damages to person or property associated with any event on the demised premises including banquet rooms, facility or the entry ways, or such portions of the sidewalks, driveways, and delivery areas as adjoin said premises (not caused by negligence of the person to be held harmless, including all costs, expenses, claims or suits arising in connection therewith). To that end Star Spangle Catering Inc will at all times during the term hereof, at its own cost and expense, carry with a company or companies public liability insurance on the demised premises (including said entry ways, driveways, and delivery areas).

I have read and understand the above requirements and agree to comply with all terms.

Client Name _____

Client Signature _____ Date _____

Star Spangle Catering Inc Representative _____

Star Spangle Catering Inc Signature _____ Date _____