



At White Pond Akron

Private Dining Agreement

Event Date and Time

Once you have decided on a date, we will meet with you to discuss preliminary details. To secure the reservation we require a \$200.00 deposit on your credit card which will be applied to your final bill. There is a \$200.00 non-refundable charge if cancelled within 45 days of the event. This deposit secures the room for your event. The reservation is for 4 hours which includes initial decorating and clean up. Secured reservations are required for parties of 20 or more. Lunch hours are 11 to 3 pm and dinner hours after 3 pm.

Guaranteed Guest Count

A guaranteed number of guests will be required no later than 72 hours prior to the scheduled event. A 10% allowance will be made for any decrease in guaranteed guest count. Should for any reason the actual guest count be less than 90% of guaranteed count you will be charged for the 90% of your guarantee.

Payment Information

The balance is due the day of your function. At the conclusion of your event, you will be presented with a final bill which may include any charges incurred that day (i.e. bar costs, menu changes, change in guest count). A .0675 sales tax and a 20% gratuity charge will be applied to your invoice. (please provide event coordinator with your tax exempt number prior to your event if applicable) Any payments for your event may be made in the form of cash, check payable to D'Agnese's White Pond or a credit card. We do not offer house accounts or direct billing.

Menu

All menu prices are subject to changes. Menu prices will be confirmed one month prior to your event. Vegetarian selections are always available in addition to your selected entrées. Children three and under are free, children four - twelve years of age are \$15.00. If preferred a children's menu will be made available.

We offer bar service. You may choose a cash bar, host bar or limit choices to well liquor, beer and wine etc. Our event coordinators will be happy to explain all of the alternatives to you. Apart from a celebration dessert, there is no outside food or beverage permitted into the restaurant. There is a \$25.00 service cake or dessert fee.

Centerpieces or decorations are welcome but are limited to self-standing items. Absolutely no tape on walls and no table confetti or glitter. A \$150.00 cleaning charge will be added to bill if table confetti or glitter is used.

D'Agnese's White Pond Policies

There is a minimum guest count for the private banquet room. A room fee of \$250.00 will be applied for groups with 20 -40 guests and a \$150 for 41 and above guests.

There is a minimum total purchase requirement of \$700.00 Sunday to Thursday and \$1100 on Friday and Saturday not including tax and gratuity.

D'Agnese's White Pond employees have the right to refuse service of alcoholic beverages to any patron or guest who appear to be intoxicated or disruptive.

Audio Visual

We have an 85" television available for use during your party. Let your coordinator know any specific equipment requirements you may have for the event. We do not provide IT assistance.

Agreement Finalization

All details must be finalized no later than 1 week prior to your event. This includes, menu, guaranteed guest count, bar options and any special information.

*D'Agnese's White Pond is excited to work with you to make your event a success.
We look forward to serving you and your guests.*

Event Host Contact _____		Phone # _____	
/ / _____	From _____	To _____	Guest Count _____
Date of Event	Time of Event		
CC information			
_____	/	_____	Amount \$ _____
Name on card	Expiration Date		
Signature _____			