

---

## *Terms and Conditions*

---

### **Event times**

Initials \_\_\_\_\_

#### ***Lake House Banquet Hall***

*Event times are 3-4 hours in length*

*Additional time may be available as our schedule permits*

### **Rental Fees and Capacity**

Initials \_\_\_\_\_

#### ***Lake House Reception Hall-200 person capacity***

*Rental fee for events \$1000*

### **Room and Ceremony set up**

Initials \_\_\_\_\_

*Room rental fees include tables, chairs, glassware, silverware, china, dance floor and linen. Table linens and napkins are white and we offer over 20 color linen napkin options to choose from (upcharge).*

### **Deposits and Payments**

Initials \_\_\_\_\_

*All events will be required to pay a non-refundable, non-transferable deposit of \$1000 upon booking. Upon receipt of the deposit, the date of the event will be held.*

*All events require a credit card to be on file for incidentals.*

*Credit card number & exp date \_\_\_\_\_*

*Payment is due in full four (4) weeks prior to the event. Payment can be made via cash, bank check, or credit card. Credit cards will incur a 3% processing fee. Failure to make the final payment, or in the event of cancellation, the credit card on file will be charged the final agreed upon price.*

### **Cancellation Policy**

Initials \_\_\_\_\_

*Cancellation of services is immediately subject to the loss of the \$1000 non-refundable, non-transferable deposit within six (6) weeks prior to the event date.*

*In addition, cancellation of services within six (6) weeks of the event date will result in the client paying 100% of the final agreed upon price and will be charged to the credit card on file.*

### **Menu Pricing**

Initials \_\_\_\_\_

*Menus are subject to seasonality and market availability. JT Catering Services reserves the right to increase pricing of specific menu items based on the market value and at the time of event. Pricing is dependent on the number of guests in attendance as well as the menu selection. To ensure availability, we ask that the final head count and menu selection be provided four (4) weeks prior to the event. At this time, the final price will be calculated. Pricing does not represent a 20% service charge and 7.35% CT sales tax.*

**Menu and Consumer Advisory**

Initials \_\_\_\_\_

*The menu is the work of JT Catering Services and is subject to artistic and professional licensure. JT Catering Services will supply an allergen list upon request, however is not responsible for reactions related to cross contamination or ingestion of food with allergens. Before placing your final order, please inform the Event Coordinator if a person in your party has a food allergy. Changes to the menu after the contract has been signed can be requested, but is at the discretion of JT Catering Services. Additional fees may apply related to change of menu.*

**Alcoholic beverage policy**

Initials \_\_\_\_\_

*As a licensee, JT Catering, LLC is responsible for the handling of all alcoholic beverages. Management and staff are obligated to follow the rules of the Connecticut State Liquor Commission. The management and its beverage employees of JT Catering reserve the right to refuse service of alcohol to any guest who appears or exhibits characteristics of being intoxicated. JT Catering, LLC is the only licensed authority to sell and distribute alcohol on the premises. **Alcohol is not permitted to be brought on property and alcohol purchased may not be removed from the premises. Failure to comply with these regulations will result in an additional charge of \$1000.***

**Bartender Fee**

Initials \_\_\_\_\_

*All events include one (1) bartender per every one hundred (100) guests. Should you request additional bartenders beyond the standard one per one hundred guests, a \$100 per bartender fee will apply for each additional bartender.*

**Decorations and Displays**

Initials \_\_\_\_\_

*We politely ask that display items not be affixed to any walls or ceiling with nails, staples, or tape in order to prevent damages from occurring. No open flames, tapered candles/candelabras permitted. The use of confetti, rice, or glitter is not permitted on the premises. We ask that personal decorations are removed at the close of your event. The client agrees to be responsible for any damages done to the facility by themselves, their guests, or any hired professionals.*

**Music**

Initials \_\_\_\_\_

*All music must be silenced by midnight. Please ensure your vendors are notified in advance.*

**Event Details**

Date \_\_\_\_\_

Time \_\_\_\_\_

Initials \_\_\_\_\_

-----  
-----  
-----  
-----  
-----