**Banquet questions**

1. Most won’t read this but please take a moment, it will save a lot of confusion later.
2. Here are the rules in a nutshell
	1. Minimum $500 in sales, this will include money you spend and monies your guests spend in the banquet facility only
	2. Food is Buffet style only and is a special menu. there is no “off menu” ordering allowed, yes, your guests could go upstairs and order but that would be very inconvenient for your guests, so unless it’s a special allergy and they can’t eat what you have provided don’t make them do that. There is a minimum of $200 of food required but don’t try to save a couple of bucks and expect your guests to go upstairs for food, trust me you are already saving on the room, do the right thing.
	3. $100 deposit, you are welcome to pay more to help your budgeting, talk to Jay.
	4. 20% Gratuity will be added to the main tab (this is the tab with the food) your guests will pay like they were in any Restaurant.
3. $500 – occasionally there is confusion about how the cost works.
	1. Imagine the room costs $500 to rent and for every $ you and your guests spend I will take $1 off the price of the room, when you hit $500 the room is free, if you get to $450 the room will cost you $50
	2. In many cases the food tab may be only $400 that you pay, but your guests tabs will be $200 in drinks, in that case the room is free you pay your tab, your guests pay their tab, all is good.
	3. Other cases would be full meals, that is where the final head count is so important. Let’s say you have 62 people for a taco dinner and that was your final number, your bill would be 62 x $11, plus tax, plus gratuity. Unfortunately, if only 58 people show up I will already have food prepped, cooked and ready to serve your guests so the final charge will still be for 62 people. On the other hand, if you tell me 50 people and 60 show up, you will run out of food.
	4. Special pricing, I am sorry there are no discounts. If you hit the $500 the room is free and that will save you a lot of money, time and effort from renting a space, getting all the food, tables, chairs and drinks, people to serve and clean up afterwards, trust me this is the best deal in town, and I am proud of it! So please don’t expect special pricing or free, we are honest and fair people and cannot do better than we do, try to rent any space and ask them their terms and you will call us immediately.
4. Questions I am going to ask
	1. What time does party start? (this is the time you are telling your guests to show up, not the time you want to decorate). We want to be ready for your guests when they arrive.
	2. What time should the food be ready, I have only missed 2 times out of the hundreds, so it will be out on time, I suggest 15 min after party starts unless the surprise person will be late or it’s a full meal like for a wedding and there will be things happening before the food needs to be out.
	3. If it is a wedding, I will need to know all the details of the wedding so I can let the bartenders know and I know when I can sneak the food in, I never want to be your way when you are doing a first dance!!!
	4. How many guests (this is important for staffing, I want your guests taken care of and the girls need to make money, it’s a tricky balance)
5. Damage Charges, these are rare but unfortunately, I have had to enforce some damage charges.
	1. Open pool, when you pay for open tables, you will be given 2 tables with the correct balls, unfortunately children like to play and hide balls so at the end of the evening there will be a $10/missing ball attached to your check. So please no children unless supervised by an adult that you trust
	2. DJ booth, there are no drinks allowed in the booth, my equipment is very expensive so if damage occurs you will incur the cost to fix or replace. No children allowed in the booth.
	3. Carpet cleaning, I have the carpets cleaned several times a year, so please keep the dessert table on the dance floor and watch the children. If there is a mess made on the carpets beyond normal minor spills there will be a $700 charge so I can get the carpets cleaned.
	4. Stolen or damaged items; We have seen a lot of craziness when people drink, there are cameras and if you have “that one friend”, keep an eye on them please, I don’t want to charge you for their stupid behavior!
	5. Table cloths; you are welcome to use real candles but I rent these table cloths so if they are damaged by wax, burnt, cut or torn it will be a $20 per cloth to replace, so watch the children, please!
	6. Glitter- if you have ever done craft projects with your children than you understand! Just like cake in the carpet there will be a $700 cleaning fee if you use glitter, confetti, any crap that leaves a mess on the carpet! Your birthday today may be tomorrows wedding and they want a clean room with clean carpets!
	7. If I have connected you with one of our partners, a DJ, photo booth, balloon people, please complete your end of the bargain and pay them, it has only happened once but someone got drunk and refused to pay a partner, if I get involved I will charge you and add the 20% gratuity. Like I said before, we are honest people and expect the same from you and your guests.
6. Cash bar, open bar ideas.
	1. Cash bar means your guests pay for their own drinks, and yes, we take credit cards.
	2. For those that want to take care of some or all drinks for their guests
		1. We have tickets, this works well for work parties and reunions
		2. You can set a price, say $400, the bartender will let you know when you are close and switch over your guests to cash bar
		3. Never set a time, it will get out and there will be a rush and run your bill up.
		4. I recommend what we call “Well, house, domestic” this means your guests can have a vodka/tonics but they have to pay for Tito’s. They can have bud light but have to pay for blue moon, this stops shots, and helps control your budget. Average $4-5 per drink to form a budget, this also includes non-alcohol.
7. Decorating, you are welcome to decorate any time before your party just check with us about parties before yours there are days you could decorate a day before and there are times where you can’t decorate until an hour before.
8. Audio/Video – Since we are experts in the banquet business we have several things available to you at no cost to make your decision of where to hold your event even easier!
	1. The music system will enable anything with a headphone jack to plug in the system and make an instant DJ.
		1. If you are using a phone you need to put it on airplane mode or all your calls, text, emails will go through the system. You don’t want everyone hearing an embarrassing phone call! Plan for 5 minutes of instruction to get you up and running
	2. The projectors can do video, I especially recommend this for birthdays, anniversaries, reunions, retirements. This will take 5-15 minutes to set up bring it before the party starts
		1. you will need your laptop and it will need to have a serial port or HDMI port, I have the cables.
		2. IF you have audio with the video it is a little tricky and you need to provide a little more time for training, you will also need to know your laptop well, I am pretty good with some but, not all laptops want to send video to one port and audio to another port.
9. For your menu
	1. The guide is 1 appetizer per 10-15, this is not an exact science of course.
	2. I recommend at least 1 veg item, 1 protein and 1 fun thing
	3. I recommend a drink service if its cash bar, lemonade, tea.
	4. When I see your vision I will help with recommendations
	5. I am always open to make suggestions, I have done hundreds of these, this may be your first, just like we learned in school, there are no stupid questions, I want this to be your best party ever!!
	6. If there is something you don’t see that you would like just ask. I use multiple resources for food and I’m pretty sure I could do it.
10. The deposit of $100 will be taken off the bill when all rules are followed or handed back to you if it was cash. And all payments will be collected at the end of your party.

I know that was a lot of info, if I missed something please let me know. We truly want your event to be special and we have a lot of experience doing that.

Jay