

THE BUCKEYE ROADHOUSE BANQUET CONTRACT AND POLICIES

To ensure a successful event, please carefully review the following policies. The Buckeye's receipt of this signed contract accompanied by your deposit will confirm your reservation.

1. The deposit for reserving the Manzanita Room is half of the designated minimum and a \$50 non-refundable set-up fee for parties of 15 to 24 people. A \$100 non-refundable set-up fee for parties of 25 to 60 people is required.
2. The following minimums apply to bookings of the entire Manzanita Room: Sunday through Wednesday we require a minimum of \$4200.00 for the entire evening, tax and gratuity not included. Thursday thru Sunday we require a minimum of \$5200.00 for the entire evening, tax and gratuity not included. Half evenings Monday through Wednesday require a minimum of \$2500.00 and \$3400.00 for Thursday thru Sunday, tax and gratuity not included.
3. Food and beverages are subject to a 20% service charge and 9% sales tax. *Sales tax and service charge will be added to all minimums and/or total charges.
4. Any menu changes must be done five days prior to your function.
5. A thirty day notice is required for cancellation and return of your deposit; otherwise the deposit is retained by the Buckeye Roadhouse.
6. Payment is due in full at the close of your event. All banquet charges will be applied to one account, as we cannot be responsible for collecting from individuals.
7. We accept cash, check, Visa, MasterCard, American Express, Diners Club, Carte Blanche and Discover.
8. A final head count for your function is required 48 hours prior to the event. This is the minimum number for which you will be billed. If an updated count is not received within that time period we will use the estimated count stated below as a guaranteed minimum number of guests.
9. In order to accommodate your group in the best possible manner, it is important that you arrive on time. All events must end on time as there might be another party after your group. Tardy 5:30 events may be curtailed.
10. No contracts for entertainment should be entered into without the prior approval of the Buckeye Roadhouse and upon such conditions as the Buckeye shall impose.
11. There is a \$20 corkage fee per 750-ml bottle of wine or champagne.

Please indicate your acknowledgement, agreement and approval of this contract by signing below. The receipt of this contract accompanied by your deposit must be returned via fax or mail. This will confirm your party's reservation.

Name of Party _____ Event Date _____ #Of Guests _____

Contact Phone Number _____

Arrival Time _____ Departure Time _____ Minimum _____

Minimum deposit required (includes setup fee) _____. Deposit received _____.

Deposit Paid By (circle one): Check/Cash/Visa/MasterCard/Diners/Amex/Discover

Credit Card # _____ Exp. _____

Signature of Cardholder _____ Date _____