



Event Policies

1. Function space is available on a first come, first serve basis, and a **non-refundable** deposit of **\$2,500** or 50% of the contract price, whichever is less, is due from the customer at the time of booking. If a customer cancels the booking, Serb Hall shall retain the entire deposit. Any weekend booking being cancelled within 120 days of the event shall result in the customer being liable for the entire normal rental cost of the venue assuming no ASMH catering.
2. Eight weeks before the function, menu selection will be confirmed along with any special arrangements that may be needed. A **\$2,500.00** non-refundable confirmation payment is due then. (If the remaining unpaid total contract price is less than \$2,500, then the remainder shall be due.)
3. Ten days before the function, a guaranteed count (the minimum you will be charged) and any necessary menu changes are due. Final Payment is due at that time. Any further charges incurred after that date are due at the end of the function. Serb Hall will prepare food service for 5% above the guaranteed amount and any guests served beyond the number paid for must be paid prior to departure..
4. Health and liability regulations restrict us from allowing extra food to be taken home.
5. A **service charge of 22%** and applicable tax will automatically be added to all food and beverage purchases.
6. All taxes will be assessed unless we have copy of your sales tax exemption at the time when the event is booked.
7. Food prices are subject to change without notice. Prices will be guaranteed eight weeks before your function. Prices can also be guaranteed a maximum of 12 months before your function with advance payment of your function.
8. Prices for non-buffet selections are based on one selection per function. We can provide for more than one selection for your convenience, at additional cost.
9. Functions are staffed to properly service the event. Additional staff (if required or requested) will be charged at the prevailing rate.
10. Payments are required in cash, cashier check, or personal check drawn on a local bank. Credit card payments are also accepted. Checks must be payable to American Serb Hall.
11. The contracted venue is rented from 12:00pm to 12:00am on the day of the event. Early or late occupancy must be approved in advance and shall be charged at a rate of \$250 per hour.
12. Any set-up or decorating needs to be done on the day of event. Room decorations may not be taped, stapled or hung from the ceilings, walls, chandeliers, or pictures. No confetti, glitter or rice is allowed as part of your décor in the building.
13. Professional decorators need to register in advance with ASMH staff and agree to abide by ASMH policies.

14. Any expense incurred toward the repair or replacement of property and/or equipment lost, stolen or damaged by your guests will be automatically charged to your final bill.
15. Serb Hall will not assume any responsibility for damage or loss in our parking lot or any merchandise or articles left in building before, during, or after your function by you, your agents, or your guests.
16. Serb Hall reserves the right to refuse to book or cancel at any time banquets or events for any lawful reason. In the event Serb Hall cancels a banquet or event for any lawful reason at any time, not including a breach of this contract by the customer, Serb Hall shall return all monies paid by the customer, and Serb Hall will not be liable for any damages or costs, including incidental or consequential damages, allegedly arising out of any cancellation.
17. Serb Hall shall not book banquets or events for activities that are illegal, immoral, or otherwise damaging to the reputation of Serb Hall as a religiously sponsored, family-oriented venue. Any misrepresentation or material omission of fact by a customer as to the description or purpose of an event or banquet is a material breach of the contract and grounds for immediate termination of the contract by Serb Hall at any time, and if necessary, immediate removal of a costumer and guests from Serb Hall. In the event of any mis-representation or material omission of fact by a customer, Serb Hall reserves the right to retain a portion of or all monies paid hereunder by customer as damages for the customer's breach.
18. Alcohol carry-ins are strictly forbidden. Upon being warned of a violation of this clause, further violations shall be charged at \$100 each and is due from customer before departure.
19. Customers who bring in their own food, deserts or candy buffets will need to put down a deposit of \$500 cash or credit card. This is to cover any excessive cleaning required after your event.

<p>By: _____ Customer</p>	<p>Date: ____/____/____</p>
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