

TRADITIONS

MORE THAN JUST A CATERING CO.

Deposit, Fees & Conditions:

(Please read and initial each requirement.)

	<p>A non-refundable security deposit of \$500.00 OR the published room rate (the greater amount of the two) is needed to hold your reservation date, specific time(s), service and requested space. Entire amount of deposit will be applied to final total(s) owed. Cash, check, cashier's checks or money orders and major charge cards accepted.** (AMEX usage will incur additional fees. If an AMEX payment must be applied, then an additional 2% of the gross total of the charged amount will be added)</p>
	<p>Damage /Loss Fee - 30 days prior to the event a damage deposit in the amount of \$250.00 will be required; to be applied if needed to Damage / Loss. We reserve the right to charge a cleaning fee for any excessive clean up or damage done to the room / surrounding areas <u>at a minimum of \$250.00.</u></p> <p>Upon conclusion of event, this total amount will be refunded to the contracted person responsible providing no damage to building or equipment / loss of property has occurred, or additional labor cost is incurred due to excessive clean up as a result of any function.</p>
	<p>Reserved dates are on a first-come, first serve basis.</p> <p><u>Deposit amount (s) are non refundable. Reservations may be cancelled without additional financial penalties, up to ninety (90) days before the reserved date and time, but thereafter, any initial or additional payments made by guest are non-refundable.</u></p> <p><u>Sixty (60) days prior to event date a payment of (50%) of the estimated event balance owed is due.</u></p> <p><u>At thirty (30) days prior to the event, the full or (100%), of the total amount due must be paid with the final count of guests. Written notice of a decrease in number guests is required (30) days prior, otherwise the count shown on current proposal will be a guarantee for billing.</u></p> <p><u>Unpaid balances may result in cancellation of event</u></p> <p>For active duty military members, all deposits remain refundable up to Fifteen (15) days prior to event date(s) based on change in deployment / station status.</p>
	<p>A 20% gratuity and 11.5% Virginia sales/Chesapeake meal tax will be added to all food, beverage, and supplies purchased. State tax of 6% will apply for all rental items included designated room / service fees.</p>
	<p>By entering this agreement, TRADITIONS (Southside Food Solutions, LLC) is to be <u>held harmless</u> from any and all injury or damages to person or property associated with any event on the demised premises including banquet rooms, facility or the entry ways, or such portions of the sidewalks, driveways, and delivery areas as adjoin said premises (not caused by negligence of the person to be held harmless, including all costs, expenses, claims or suits arising in connection therewith). To that end TRADITIONS (Southside Food Solutions, LLC) will at all times during the term hereof, at its own cost and expense, carry with a company or companies public liability insurance on the demised premises (including said entry ways, sidewalks, driveways, delivery areas, pool and pool areas).</p>

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_____	TRADITIONS (Southside Food Solutions, LLC) reserves the right to end or close during any event held on property due to any criminal activity, any endangerment or threatening action(s) towards staff or other guest, or for behavior that has or is deemed to potentially cause damage to business or personal property. This will be conducted with local law enforcement if required, up to and including civil / criminal charges filed. No monetary refunds to person responsible for contracting event will be given.
_____	Live music / DJ entertainment services are welcome to be planned as part of any event, but must be approved by TRADITIONS prior to finalizing event and no amplified music may be played, performed, or continued past 11:00 p.m. under any circumstances, in accordance with City of Chesapeake noise ordinance laws. Any violation of these stipulations will be the responsibility of the event organizer, up to and including criminal charges, fines, and fees.
_____	Note: All guest's IDs will be checked for all alcoholic beverages ordered. No ID, No Alcohol. TRADITIONS reserves the right to refuse service.

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I have read and understand the above requirements and agree to comply with all terms.

Print Name: _____ Signature: _____ Date: _____

TRADITIONS Representative: _____ Date: _____