

*Payment Policy:*

1. After you decide to have your function at Churchill's, a \$1000.00 deposit is required to reserve the room and date. The payment of this deposit will automatically adhere to the terms of this policy. Payment of this deposit is accepted via credit / debit card or cash - we are unable to accept personal checks. This \$1000 deposit will be credited to your final bill at the end of the event. Cancellation of the event by the Patron at any time for a reason other than an act of God will result in the loss of the \$1000 non-refundable deposit.

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2. Payment for the entire event is due at the end of the function before the individual responsible for payment leaves the venue. We accept credit / debit cards or cash as forms of payment, we are unable to accept personal checks.

*Guest Guarantee policy:*

3. For a Friday or Saturday evening, we have a minimum food and beverage spend of \$1,500. For an evening between Sunday and Thursday, the food and beverage minimum spend is \$1,000. These minimums do not include the room rental fee, gratuity of 20%, tax of 7%, projector fee, cake cutting fee or a potential cash bar fee of \$100. On the event that a minimum food and beverage spend is not met, a miscellaneous charge will be added to your bill to reflect the difference between the actual food and beverage spend and the minimum.

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4. Food, beverage and add-on item charges based on guest count will be based on the Patron's final guarantee. Final guest counts are due no later than 7 days before the date of the event. If no final guest count is received, we will use the number of guests listed in the original contract. We will make every effort to accommodate any last minute increases in the guest count. Any increases in the cost of the event due to last minute guest additions will be adjusted at the close of your event when your balance is due.

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*Terms:*

5. For the use of the 'Winston's Wine Cellar' banquet room on a Friday or Saturday night, a flat room rental fee of \$500. This fee includes the cost of tables, chairs, linens, all table-ware and glass-ware. For the use of the 'Winston's Wine Cellar' banquet room on an evening between Sunday and Thursday, a flat room rental fee of \$250. This fee includes the cost of tables, chairs, linens, all table-ware and glass-ware.
6. We offer a cake cutting service for a fee of \$50 for all of our events. After the ceremonial first slices by the Bride and Groom, our trained staff will take your cake back to the kitchen for our Chef to slice and plate. Your servers will then bring a piece to each guest at their table. Please note, Churchill's cannot be held responsible for any damage caused to cakes during an event.
7. A \$100 cash bartender fee will be charged if you choose to operate a cash bar for all, or any portion of your event.
8. A \$50 projector fee will apply if you choose to use the projector and screen offered in the venue.
9. Agreement shall be confirmed upon receipt by Churchill's of both a signed copy of the agreement, and the non-refundable deposit.

*Cancellation Policy:*

10. The Patron reserves the right to cancel the event upon written notice received by the restaurant and payment of the following:

Notice received 30-90 days from the event date - 25% of estimated food and beverage

Notice received 8-29 days from the event date - 50% of estimated food and beverage

Notice received 0-7 days from the event date - 100% of estimated food and beverage

Please Initial Here

*Credit Card Information:*

11. *The restaurant requires a valid credit card number, expiration date and card security code to keep on file until the conclusion of each event. With the exception of the non-refundable deposit, no charge will be made to this card other than for cancellation of the event ( Item 10), damage to restaurant property ( Item 14 ), or failure to provide final payment in full at the end of the event. We will never share this information with anyone, and our copy of the credit card details will be securely destroyed at the conclusion of the event.*

*Default by Patron:*

12. *The Patron shall not be liable to the Restaurant for delays or cancellation caused by acts of God or other conditions beyond the control of the Patron.*

*Default by Restaurant:*

13. *The Restaurant shall not be liable to the Patron for delays or cancellation of the event caused by acts of God or other conditions beyond the control of the Restaurant. In all instances, the Restaurant shall be liable to the Patron only for refund of the pre-paid portion of the contract amount received from the Patron and shall not be liable to the Patron for special or consequential damages.*

*Damage:*

14. *Any damage to the Restaurant caused by the Patron, the guests of the Patron or entertainers hired by the patron will be paid to the restaurant by the Patron. Churchill's will not be liable for damage to, or loss of, any items left unattended on the premises.*

*Miscellaneous:*

15. *This Application, upon acceptance by the Restaurant, contains the entire agreement between the Patron and the Restaurant. No agreements or understandings shall be binding on the parties hereto unless set forth in writing and signed or be adhered to the contract by the acceptance of the deposit. The Restaurant does not allow buffet food items to be taken off premises at any time.*
16. *Alcohol Laws prohibit serving alcohol to a minor. In accordance with state and local laws, Churchill's is only permitted to sell alcohol for consumption on premises; therefore, alcohol is not permitted to be brought in to the establishment. Minors under the age 21 are not to consume alcohol. In Compliance with the City of Savannah's ordinance all minors under the age of 21 must leave the premises by 11.00pm. Anyone over the age of 21 caught supplying alcohol to a minor will be removed from the premises along with the minor. If the situation requires more attention, than a close-down of the event will take place immediately. In the event of a close-down, the host will be charged the full amount due on his or her bill at the time of the close-down.*
17. *Tastings are available for any of our private event menus. The cost of the tasting is \$150 per couple. Please contact our banquet manager for more details.*

Name \_\_\_\_\_

Date of event \_\_\_\_\_

Room rental fee \_\_\_\_\_

Card details for \$1,000 deposit:

Card number \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

*Agreement:*

*By signing this contract you agree that you have read, understand, and accept the terms and conditions above. This contract will not be binding until an event deposit of \$1000 is received. Churchill's reserves the right to rent the banquet room to other interested parties until deposit payment is received.*

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Contact / Number Cell \_\_\_\_\_ Other \_\_\_\_\_

Email \_\_\_\_\_