

# **HARBORVIEW BANQUET ROOM CONTRACT**

## **Reservations and Bookings**

Room rental payment and linen fee is required in full to reserve the date of your event, as well as the signing of this contract. Payment is refundable up to 90 days prior to the event, less 20%. However, if the event is canceled within the 90 days, full payment is no longer refundable. Minimum of 3 hour room rental and 30 adults required for booking. We reserve the right to cancel any events that our coordinating consultants determine are inappropriate for use of the HarborView facility.

## **Payments**

The HarborView room accepts all major credit cards. Full payment is required for remaining balance upon the end of your event. This will include the cost of food and beverage, with the 6.5% Florida state sales tax, and 20% service charge.

## **Guest Count**

Final guest counts are needed nine business days prior to the date of your event. Your final bill will reflect the number guaranteed. Should you guarantee more than present at event, you will still be charged for the guest count provided nine days prior to the event. Should more guests be in attendance than guaranteed, you will be charged for the total number of people in attendance. Clients will be billed for guaranteed guest count upon the time of required payment presented in this contract. Provided this information, it is imperative that the client be accurate in order for the HarborView Room to satisfy an excellent dining experience. If your guest count drops below the minimum requirement of 30 adults, you will be charged for 30 adults.

## **Labor**

HarborView policy stipulates a mandatory 20% gratuity, an industry standard, regardless of service style (plated or buffet) for the staff involved with the client's special event. The fee is distributed to those involved upon the completion of their services and/or pay days. Parties choosing food station(s) accompanied by a chef require an additional \$75 fee for the personalized labor.

## **Event Hours**

The HarborView room offers an hourly time slot for each event between the hours of 10:00 A.M. and 12:00 A.M. You may bring any decorations 1 day prior if no event is scheduled, if the room is booked 1 day prior, you may arrive as early as 10A.M. the day of. All items brought in for decor must be removed immediately following event.

## **Camachee Cove Marina Noise Ordinance**

Due to the HarborView room's location in the Camanchee Cove marina, their policies must be followed. There is a noise ordinance guiding principle which can be flexible but is strongly respected within the community. In alliance with the Marina, the HarborView room is able to offer the property pool as an alternate event location, if availability allows. The private pool event will have stipulations and additional fees.

**Alcohol**

The HarborView offers a full service bar which follows state laws and regulations. We do not serve alcohol to minors (under the age of 21). There will be absolutely no tolerance for anyone on the property to participate in illegal acts of conduct. Top shelf bar selections are available at an additional cost. Final bar selections are to be made with final dining menu selections. No outside alcohol is allowed.

**Client Liability**

You assume full responsibility for the conduct of all persons in attendance and for any damage done to the premises. Guests are required to conduct themselves in an orderly manner and in full compliance with county and state laws. The client is solely responsible for the actions and safety of their guests. Any damages done to our premises will be charged to the credit card on file. Any items brought to our facility by vendors or guests must be removed immediately following the event. We are not responsible for any items, lost or stolen, that are left in our facility.

**Prohibited Items**

The Following Items are not permitted on the facility at any time: Sparklers, glitter, birdseed, sand, confetti, straw/hay and pets.

**Our contract provides clients with detailed information on what our services will include for the event. Please read the entire contract and provide a signature at the bottom, registering compliance with our policies and agreement for our service contract.**

**Client Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Email: \_\_\_\_\_ Estimated Guest Count: \_\_\_\_\_  
Address: \_\_\_\_\_ Event Start time: \_\_\_\_\_  
\_\_\_\_\_ Event End Time: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

\_\_\_\_\_  
Client Signature and Approval Date

\_\_\_\_\_  
Banquet Coordinator Date

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