

HarborView Contract

Reservations and Bookings:

Thank you for booking with us!

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% and taxes. However, if the event is canceled within the 90 days, full payment is no longer refundable. If canceled within the week of the event, client will be billed for total cost of food. 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 (A \$1000.00 food minimum is required) and beverage, with the 6.5% Florida state sales tax, and 20% service charge.

Guest Count:

Final guest counts are needed ten 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 ten 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 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 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 \$100 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 11:30 P.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 Camachee Island Marina, their policies must be followed. There is a noise ordinance guiding principle which can be flexible but is strongly respected within the community and in alliance with the Marina.

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, broken, damaged, lost or stolen, that are left in our facility.

Unforeseen Events:

Kingfish Grill, LLC is not responsible for failure to provide the basic facilities and services where failure is due to emergencies, catastrophes, natural disasters, or interruptions of utilities.

Prohibited Items:

The following items are not permitted in 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: _____

Email: _____

Address: _____

City: _____ State: ___ Zip: _____

Type of event: _____

Date of event: _____

Estimated Guest Count: _____

Event Start time: _____

Event End Time: _____

Credit Card Number: _____

Exp: _____

CVV: _____

Client Signature and Approval

Date

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Banquet Coordinator

Date

Mindy Foster, Banquet Coordinator
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