

Rome's Joy Catering & Blanc Gallery

Terms & Conditions

Rental & Other Payments

A non-refundable deposit of \$1000.00 will be required to confirm and hold the event date; this amount will be applied to the total cost for the event. At the time of the initial deposit a proposal may be prepared outlining the event details; costs in the proposal are valid for only seven days. However, NO LATER than 14 days prior to the event, event details must be finalized (e.g., number of guests, menu, etc.). Staff will forward this final proposal to client. NO LATER than 90 days prior to the event, the proposal must be signed and returned and a 30% deposit must be made. This deposit will be non-refundable; however, in the event of a cancellation, the deposit can be credited to a future event scheduled for no later than one year from the date of cancellation. The balance of the TOTAL COST will be due no later than 14 days prior to the event and MUST be paid via cash or cashier's check. If this final balance is not received, Rome's Joy Catering will cancel this agreement and, as noted, credit the 30% deposit towards a future event; if another event is not scheduled within a year, the 30% deposit will be retained as liquidated damages. Changes to the event package (e.g., number of guests, menu, etc.) will not be accepted any later than 90 days prior to the event; management reserves the right to approve changes and revise the cost proposal. Any increase in the cost must be paid immediately upon receipt of a revised proposal.

If for any reason the client's payment is returned from the bank (NSF) Rome's Joy Catering reserves the right to charge the client a \$60.00 returned check fee that is due within 48 hours of client notification in addition to the full amount of the returned form of payment. All rentals are a standard 4 hour period. Each additional hour can be purchased at a price of \$750.00 per hour.

Taxes and a service charge will be reflected on the final invoice.

Forms Of Payment Accepted

Rome's Joy Catering/ Blanc Gallery accepts the following methods of payment:

- CASH
- CASHIER/PERSONAL CHECKS (*made payable to Rome's Joy Catering*)
 - CREDIT CARD (*5% processing fee applies*)
- MONEY ORDERS (*made payable to Rome's Joy Catering*)
 - CHASE QUICKPAY (*send to cliff@romesjoy.com*)

ROME'S JOY CATERING/ BLANC GALLERY WILL NOT ACCEPT POST-DATED CHECKS. Any & all payments not paid on the scheduled due date will incur a 5% late fee of payment due.

Special Events Coordinator

A Rome's Joy Catering/Blanc Gallery event's coordinator will work with client the day of event, to ensure the event is conducted in an efficient and successful manner. A Rome's Joy Catering/Blanc Gallery representative will be present the day of the event to oversee deliveries, set-ups, breakdowns and load out. Deliveries must be arranged with our staff prior to the event and must take place the day of the event.

Guarantee/Number of Guest

For an event in Blanc Gallery, no more than 80 people may be in attendance. For an event in the Courtyard, no more than 300 people may be in attendance. Recommended number of attendees will depend on client's preferred room configuration. Number of guests must be established no later than 90 days prior to an event. No later than 14 days prior to the event, client must confirm and finalize the number of guests. The proposal will be adjusted accordingly.

Security

Security for any event can be provided by Blanc Gallery. Blanc Gallery's security detail reserves the right to refuse admittance and will handle all unruly behavior appropriately.

Promotion/Sponsorship

Rome's Joy Catering/Blanc Gallery does not participate as a partner or as a sponsor for any event. Any and all advertisements for the event shall not associate Rome's Joy Catering/Blanc Gallery with the event or indicate their involvement other than as the caterer or location for the event. All such advertising shall clearly state the client's name, logo and telephone number for contact information.

CANCELLATIONS

Should the client decide to cancel the event 14 days prior to its occurrence, there will be no refunds made to the client. Rome's Joy Catering/Blanc Gallery will however, credit any deposits toward the cost of a future event to take place no later than 1 year from the date of cancellations.

IMPORTANT MISCELLANEOUS RULES/INFORMATION

Client agrees to comply with the following rules:

- Walls are not to be used to post or hang any items.
- Any additional decorations done by any person(s) other than Rome's Joy Catering/Blanc Gallery staff must first be approved by management.
- NO glitter, confetti, or balloons of any kind are allowed inside of the facility.
 - Blanc Gallery is a smoke free facility.
- If client plans to display art at the event, client must consult with Rome's Joy Catering/Blanc Gallery staff prior to the event.
- If client brings in sound equipment, client must consult with Rome's Joy Catering/Blanc Gallery staff prior to the event.
 - Deliveries/drop offs must be scheduled with staff to ensure that a representative will be present.
- Blanc Gallery cannot and will not store any event related materials, decor, food or personal items.
- Blanc Gallery is not responsible for any client or vendor items that are not taken after the event has ended. Client must take all belongings from the facility after the event has ended.

- Blanc Gallery is not responsible for any damage or theft done to vehicles in the parking lot.
- All equipment or materials brought in by client must be dropped off no earlier than one hour prior to the contracted event date and picked up no later than one hour after the contracted has ended.
- Any and all request for "take home" food items will require a signed liability waiver from the client to ensure Rome's Joy Catering/Blanc Gallery & it's affiliates are free from any liabilities or issues that could arise from negligent food handling once the client has left the venue.

BY SIGNING BELOW, I AGREE TO THE ABOVE RENTAL CLAUSES PUT FORTH BY BLANC GALLERY & ROME'S JOY CATERING:

Client's Printed Name: _____

Client's Signature: _____

Date: _____

Revised 1.3.18