



Cannon Gate Services Contract

Name: _____ Telephone: _____
 Event Date: _____ Event Time: _____
 Number of Guests: _____ Event Type: _____
 Non-Refundable Deposit Amount/Payment Method: _____
 Menu Selection: _____

Menu/Event Information:

- All deposits are non-refundable. Weddings require \$1,000 deposit at time of booking.
- Full payment is due 7 days prior to the event.
- Audio Visual Fee is \$150, uplighting fee \$250 per event, a \$300 room fee applies to all rooms.
- Food and beverage items may not be taken home on unlimited hors d'oeuvres functions or buffets.
- Alcoholic beverages may not be taken from the premises at any time.
- A service charge of 20% will be added to your final bill. \$50 Bartender fee applies to Cash & Tab Bars. We have the right to refuse alcoholic beverages to anyone under age or over the limit.
- Bringing outside food or beverage is PROHIBITED.
- In the event the party is canceled less than 48 hours before the time scheduled, expenses incurred by Cannon Gate Catering & Conference Center will be charged to you.
- Should the attendance at your party be less than the number of reservations made and we were not notified prior to the event, you will be charged the full number of reservations requested.
- You are fully responsible to pay for meals of any support people you bring to our facility such as photographers, band members, etc.
- NO confetti or taping/tacking decorations to the walls, furniture, or windows.
- Party Representative(s) may arrive 1 hour prior to event start time to decorate facility; charges may apply for additional time.
- Casual, neat attire is required of all guests using Cannon Gate Catering & Conference Center.
- Cannon Gate catering will not host partisan political functions.
- If any damages occur during the time of your party - fees will be charged to you for the amount.
- For any request not covered in the party contract, there may be additional charges.
- Decorations must be removed immediately following the event. Cannon Gate, its employees & affiliates are NOT responsible for items left at the facility.
- Payments must be made using Master Card/Visa, Discover, Cash or Certified Cashier's Check.

Name of client accepting this contract: _____
(Please Print)

Signature: _____ Today's Date: _____

Catering Manager Signature: _____