

*Thank you for the opportunity to provide catering and support services for your event.*

## ***The Cider Mill Terms and Payment Agreement***



Sunday, January 1, 2023

*date*

*time*

*Our entire professional service team is excited about making this event a success.*

### Booking and Deposit

The Cider Mill requires a booking fee of \$500.00 to reserve the date of your event. As the facility can only accommodate one private function per day and all other inquiries must be declined, this fee is non-refundable without exception.

### Guest Guarantee

! We ask for a minimum of 35 guests or the food and beverage price point equivalent for the facility. **Your confirmation of the final guest count is to be made no later than ten (10) business days prior to the event date. After that, the number may be increased at the quoted per-person cost, but not decreased.** The per-person costs on the proposal are based on the original guest count. If the confirmed guest count is less than the original count, the per-person costs may increase. The amount of the increase is calculated in proportion to the overall size of your event. If your final guest count decreases by more than 30 percent, Diamond Catering reserves the right to withdraw from the event unless a satisfactory increase in price is reached to offset the lost revenue due to your decrease.

### Fees

The Cider Mill dining room is available privately for \$125.00 per hour. New York State sales tax of eight percent (8%) will be added to all totals unless proof of tax-exempt status is provided. All events are subject to a twenty percent (25%) Service Fee. We reserve the right to charge additional fees for events occurring on holiday weekends or during extraordinary hours. These fees are taxable.

### Term

The minimum event period is three hours. Catering services for your event are based upon the above start and end times. If it is necessary for us to extend your service time, you will be billed the greater of \$300 or \$3.00 per guest, per hour based on the final, confirmed guest count. One site meeting is included. Additional meetings may result in an added Administrative Fee. Clients with special décor may arrive no earlier than one hour prior to the event start time and with no more than four assistants.

### Decor

The Cider Mill does not permit confetti or glitter of any kind. Items may not be taped, tacked or stapled to the walls or ceiling.

### Duties of Client

Client acknowledges responsibility for any and all liability arising from use of said facility that is not a direct result of the owner's activities and agrees to hold The Cider Mill harmless for any and all claims, including the costs of defending any such claim.

Client acknowledges liability for any damage to the premises and agrees to hold The Cider Mill harmless for any and all claims made against Diamond Catering, including the costs of defending any such claims. Client agrees to full responsibility of all financial arrangements described and provided for in this agreement.

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The client agrees that they are responsible for all personal property (including guests' personal property) onsite for the duration of the event and agrees to hold The Cider Mill harmless for any and all claims made against The Cider Mill, including the costs of defending any such claim.

### Cancellations

Confirmed events are subject to a cancellation fee based on the proximity of the event date. This fee is not less than 20 percent (20%) of the proposed cost of the event and no greater than the total of actual costs incurred in the preparation of the event.

### Gratuities

Clients may opt to add a discretionary sum to their invoiced total. Gratuities are welcomed and appreciated by the staff serving your needs and those of your guests.

### Payments and Billing

**The final balance is due five (5) business days before the event date unless the invoice total is pending bar services. In that event, payment in full will be expected at the conclusion of the event.**

### TIMELINE

- (One hour prior to start)- Client may arrive for set up. Please do not plan on more than a total of five people on site for set up. Additional people in the event space during set up time inhibit our staff from being able to ensure your function is ready on time. If bringing additional helpers, please be advised that food and beverage services will not begin until your event start time unless you have requested otherwise. If you have outside vendors scheduled to deliver flowers or baked goods, please let us know.
- (Chosen start time)- Event begins.
- (Approximately 30 mins after event start time)- Menu is served.
- (Usually three hours after start time)- Event Concludes

### SERVICES

The Cider Mill servers will have the venue space set and ready for your guests' arrival. Beverages will be available at \_\_\_\_\_.

The menu will be maintained by our service professionals.

All dishes will be cleared prior to gift opening.

We will provide a bag for wrapping paper.

If you bring a cake, Cider Mill staff will cut and serve it during gift opening.

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### **MENU**

We source the best ingredients for our clientele. We reserve the right to make menu changes if any of those ingredients fail to meet our standards or if a commodity becomes unavailable.

### **Dessert**

*You may bring dessert if it is sourced from a professional bakery that is inspected by the Health Department. Please advise us in advance what you plan so we can be prepared for service.*

### **Beverages**

*Coffee, Tea and Soft Drinks are included in your menu price.*

*Please advise your desired style of alcoholic beverage service:*

*Host Bar ~ Guests may order beverages from the bar. Your tab will be added to your total invoice at the conclusion of the event. Mimosas are always popular for brunch and we offer three different flavors.*

*Mimosas are \$9 each. Bloody Marys are \$12 each. Other, commonly ordered beverages range between \$6-\$12.*

*Cash Bar ~ Guests pay for their own beverages as they are ordered. You, the client, are responsible for the bartender fee: \$35/hour, minimum three hours.*

### **FEE SCHEDULE**

- Menu, per guest:
- Bar total: to be determined
- Room Fee: \$125 per hour
- Service Fee: 25% of preceding total
- New York State Sales Tax: 8% of preceding total

Your deposit will be deducted from resulting balance due

**Gratuity:** Gratuity is optional, and the amount is discretionary. Service personnel will receive a portion of the above stated service fee. If you enjoy your experience and wish to reflect so with a tip, it is greatly appreciated and goes directly to your waitstaff.

Gift cards may not be used for private events due to abuses of locally offered discount programs. Thank you for understanding.