

# DiVieste's Banquet Centre

## General Information

### **DEPOSITS:**

All Wedding Receptions require a \$1,000 Deposit to secure the date. This is also counted as a payment toward your Wedding Reception.

\*Security Deposits and payments made on all functions are **non-refundable** and will be deducted from the final bill.

### **FINAL PREPARATIONS:**

All Menu Selections, Linens, etc. must be finalized once a final guest count is known. This must be completed **NO LATER** than 10 days prior to the Wedding Reception.

### **SEATING:**

\*DiVieste's reserves the right to choose the seating arrangements & room assignments for each individual banquet, or banquets not meeting the minimum amount of guests. Tables, chairs, etc. are **NOT** permitted to be moved unless discussed with management. Failure to inquire with management will result in an additional charge.

**LINENS:** Tablecloths and Napkins are to be furnished through DiVieste's for \$1 per person. **Outside linens, with the exception of Chair Covers, are not permitted to be brought in.**

### **SECURITY:**

Security is required for all Weddings with alcohol served. The cost is \$125.

### **GUARANTEE:**

The amount guaranteed is the amount charged unless greater. No cancellations accepted 24 hours in advance of banquet.

### **SERVICE CHARGE:**

The cost of the Service Charge is to defray expenses for set-up, tear-down and cleaning of the facility. There will be a 20% service charge added to your statement.

***\*\*Sit-Down dinners will require a 25% service charge.\*\****

### **SALES TAX:**

Sales tax will be added to the statement (6.75%).

### **BILLING:**

Payments may be made up till the date of the reception to be taken off of the final bill. A more detailed payment schedule is listed on the contract. Any remaining balance must be paid off **before** the Wedding Reception. A charge of 3% will be added if a credit card is used.

### **TIMES:**

Reception and services are scheduled for **five (5) hours** total. Additional time is \$600.00 per hour, or \$300 per half-hour. These amounts **do not** include extra time for the bar.

### **FOOD:**

Food will be packaged and returned to the family based on how many guests attended the event and the amount of food that is consumed by the guests.

### **BAR FACILITIES:**

All Wedding Receptions with an Open Bar will have the bar open for **the first four (4) hours** of the wedding reception. Outside alcohol is **NOT PERMITTED** to be brought into the facility. **This includes bridal parties.** Law enforcement will prosecute perpetrators. **DiVieste's reserves the right to close the bar early if guests become disorderly, disrespectful or destructive in any way.**

### **WEDDING CEREMONIES:**

A \$500 charge applies to all Wedding Ceremonies that take place on the premises of DiVieste's. This cost provides **one (1) extra hour** that can be used **either** the day before the Wedding for rehearsal **OR** an hour prior to the Wedding.

### **DECORATIONS:**

We do ask you to be respectful of a few rules when decorating:

- We do not allow lighted candles of any type in our facility as they are both an increasing fire hazard and create problems with hot wax.
  - Nothing is to be taped or attached to the ceiling, walls, mirrors, carpet or dance floor.
  - Glitter or confetti are not permitted.
- *(If unsure of something, simply ask).*

### **PRICES:**

Prices are subject to change annually due to fluctuating food costs.