

DiVieste Banquet Centre General Information

General Information

DEPOSITS:

All Wedding Receptions require a \$1,000.00 Deposit to secure the date. This is also counted as a payment toward your Wedding Reception. ***Security Deposits and all 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 three (3) weeks prior to the Wedding Reception.** *DiVieste's requests a copy of your invitation prior to finalizing the menu and the contact information of your DJ.*

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 furnished through DiVieste's for \$1.50 per person.

SECURITY:

Security is required for all Weddings with alcohol served. **The cost is \$160.00 per officer.**

GUARANTEE & MINIMUM ROOM REQUIREMENTS:

Each Room has a guest minimum. For use of the entire Candlelight Room, the minimum is **250 people**. The room can be divided into two smaller banquet rooms, each with a minimum of **100 people**. The Fireplace Room has a guest minimum of **175 people**.

The minimum is the amount guaranteed when booking. This 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 24% service charge added to your statement.**

****Sit-Down dinners will require a 26% service charge.****

SALES TAX:

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

BILLING:

Payments may be made up until the date of the reception and are 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 per credit card transaction.

TIMES:

Reception and services are scheduled for **four (4) hours** total. **The Bar will be open for the first three and a half (3 1/2) hours.** Additional time is \$1,000.00 per hour, or \$500 per half-hour. These amounts **do not** include extra time for the bar.

BAR FACILITIES:

All Wedding Receptions with an Open Bar will have the bar open for **the first three and a half hours (3 1/2) 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. Cash Bars require a \$100.00 Bartender Fee.**

DECORATIONS:

All decorations (including table decorations, centerpieces, chair covers, cookie drop-offs, etc.) are permitted anytime after 9:00 AM on the day of the scheduled event, or between 10:00 am - 12:00 pm the day prior (if there is not a banquet scheduled). **All items brought into the banquet facility need to be removed that evening after the banquet is complete.**

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 is not permitted.

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.

WEDDING CEREMONIES:

A **\$1,000.00** charge applies to all Wedding Ceremonies that take place on the premises of DiVieste's. This cost provides **one (1) extra hour** that will be used an hour prior to the start of the Wedding Reception.

PRICES:

Prices are subject to change **annually** due to fluctuating food costs and are not guaranteed at time of booking.