



Policies

DEPOSITS: A deposit is required when booking any room. The deposit is deducted from final bill.

Williamsburg Room	\$1000.00	Governor's Room	\$400.00	Jefferson Room	\$300.00
Maryland Room	\$400.00	Virginia Room	\$500.00		

CANCELLATION POLICY: If cancelled, deposit will be refunded after the contracted date only if Klemmer's is able to rebook the room for an event of equal or larger sales.

ROOM MINIMUMS: Required sales that must be reached by adding the food and beverages purchased by host as well as service charge and tax.

Williamsburg Room	Friday - \$4,500.00	Saturday - \$6,500.00
Virginia Room	Friday - \$2,500.00	Saturday - \$3,500.00
Governor's Room	Friday - \$1,000.00	Saturday - \$1,500.00

MENU POLICY: **All plans must be made in person. An appointment is required.** Klemmer's will no guarantee any plans not made in person or by required date. It is the host's responsibility to contact Klemmer's at the appointed date.

- Detailed event plans required 4-6 weeks prior to event.
- Final guaranteed count is required 5 business days prior to event. Saturday's and Sunday's not included.
- Sit down meal is limited to two selections with pre order required and color coded place cards required.
- Special pricing for children 10 and under. \$9.95 or half price, whichever is larger.
- Any guest arriving late for meal service will only be served portion of meal left unserved.
- There will be a \$10.00/staff member associated with your event, charge for every 1/2 hour your event begins late.

GENERAL POLICIES: Klemmer's does not assume responsibility for damage or loss of items left on the premise. Breakfast - 7:30am-10:00am, Lunch - 11:00am-3:30pm, Dinner - 5:00pm-midnight. The host may arrive 30 minutes prior to scheduled guest arrival. Vendors may call 36 hrs prior to event to check on earlier set up time. Candles allowed, however they must be enclosed. No confetti, glitter, feathers, bubbles or any sprinkled item may be used. If used there will be a \$300.00 clean up charge added to the final bill.

CAKE CHARGE: A .75¢ charge/guest will be added for bringing a cake in Klemmer's instead of ordering a dessert from us. Wedding Receptions excluded. No refrigeration available.

SWEET TABLE: \$50.00 fee for bringing in a sweet table. Cakes not allowed as part of sweet table. Food must be trayed up upon delivery. No refrigeration available.

CANDY BUFFET: No charge for candy buffet. No food product other than candy allowed. Candy buffet is subject to carpet cleaning charge of \$300.00.

PRIVATE BAR: No charge for bartender when bar package is ordered. \$15.00/bartender per hour added when bar package is not ordered. If bar sales reach \$400.00/bartender, then bartender charge is removed. Klemmer's staffs 1 bartender per 100-125 guests.

MUSIC POLICY: Virginia Room and Governor's Room limited to disc jockey only.

DAMAGE: Host agrees to the responsibility for any damage to the property or equipment by members, guests, invitees or contracted vendors, used by the host, during the time of the event.

KLEMMER'S BANQUET CENTER will not be held liable for non-completion of contracted event due to fire, floods, acts of God, inability to obtain necessary supplies, incomplete plans or utility interruptions (i.e. loss of heat, air conditioning, electricity, etc.)

PAYMENT POLICY: 75% of estimated bill is due at planning appointment. Final balance is due on the day of the event. Check, Cash, MasterCard or Visa accepted. 18% service charge and 6.1% tax is added to all bills. Tax exempt functions must provide copy of exemption status when deposit is made. \$25.00 fee for returned checks. All payment must then be made in cash or cashiers check..

All prices subject to change without notice. Prices will be guaranteed 60 days prior to event.