

TASTE N' SEE AT THE MURRAY CENTER BANQUET AND CONFERENCE CENTER



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TASTE 'N SEE

Banquet 'N Catering Services

Thank you for your interest in Taste 'N See at the Murray Center. Taste 'N See is committed to providing the finest food with the best possible service. You can be assured that every detail will receive our personal attention.

GENERAL POLICIES

In arranging for private functions, an estimated count of guests is required 14 days prior to the function. Final menu items must be selected and related arrangements must be made at least 14 days in advance. A final guarantee of attendance must be received 5 days in advance, which shall be no less than 25% of estimated attendance. If no guarantee is received, Taste 'N See will prepare and charge for the number of persons estimated from the catering contract. You will be charged for this number unless the number of guests is greater than expected. We will provide seating and service for 5% above the number guaranteed.

DEPOSIT POLICY

A \$250.00 non-refundable deposit is required to guarantee room, date, and availability. For wedding receptions, or other functions booked six months prior to the function, a non-refundable deposit of \$500.00 is required at the time of the booking. 50% of the remaining balance is due 30 days prior to the event. The remaining balance is due five (5) days prior to the event.

CANCELLATION

Full charges, including food, beverage, and room rental will be levied for any group function canceled less than five days prior to the event; 30 days or more 50% of your deposit will be levied.

MEETING ROOMS

Banquet and Meeting facilities will be assigned by Taste 'N See to accommodate the Program Outline requested by the group. However, Taste 'N See may substitute equally acceptable alternate space within Taste 'N See if it deems necessary, or if the number of guests deviates from the number originally

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indicated. Such changes will be clearly posted on Taste 'N See reader boards. All displays and exhibits must conform to city coded fire ordinance regulations.

FOOD AND BEVERAGE

Taste 'N See does not allow food and beverages to be brought into the function rooms by the patron or guest. Food and Beverages are also not permitted to leave the premises. Food and Beverage prices are subject to change without notice. The property will guarantee quoted prices for ninety days prior to the function.

LABOR CHARGES

On any function where there is a guaranteed number of 25 or less, there will be a \$50.00 minimum service/gratuity fee.

SERVICE CHARGE

A service charge of 20% is added to all items except meeting room rental, audio/visual equipment, and other equipment. All service charges are subject to Virginia State Tax in accordance with Virginia Regulations 630-10-64 D, Tips and Service Charges. Amounts designated as non-negotiable service charges and added to the price of meals, are part of the selling price of the meals and accordingly, must be included in the retailer's gross receipts subject to tax even though such service charges are made in lieu of tips and are paid over the retailer's employees. All service charges are distributed at management's discretion.

PAYMENT

The balance of the total charges must be paid five (5) days prior to the function, unless direct billing privileges have been previously established. The Banquet Coordinator will provide the bill at the end of the function.

SECURITY

Taste 'N See may require security for groups whose size, program, or nature indicates such need. The above information must be received by the Food and

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Beverage office two weeks prior to the event. Security shall be at the expense of the client. Security Fees - flat fee \$150.00 armed and \$100.00 unarmed.

GUEST RESPONSIBILITY

The organization scheduling an event agrees to assume full responsibility for the conduct of its members and assumes liability charges incurred by its members and/or damages caused by its members. Taping or posting of materials on any of the walls of the meeting rooms is strictly prohibited, without prior approval of the Food and Beverage office. Any damages resulting from such posting will be charged to the organization. On the day of the Event, any alterations to contract are subject to additional charges. Boxes of printed materials are not to arrive earlier than two days prior to the event, and must be taken off property or shipped at the conclusion of the event. Charges will be levied for all audio/visual and telephone services. Taste 'N See will not assume any responsibility for the damage or loss of any merchandise or articles left in Taste 'N See prior to or following the function.

The Sales & Marketing staff would be happy to recommend outside vendors for your function (i.e. Photographers, Bakeries, Disc Jockeys, Audio/Visual, Florist, etc.). Taste 'N See will not be responsible for any arrangements you make with these vendors.

Function guests will be admitted to and expected to depart the banquet rooms at the times stated on the contract. Any deviation from ending on time will have a labor charge of \$50.00 per server or \$100.00 per hour for every hour over scheduled time whichever is greater.

The use of birdseed, rice, confetti, serpentine paper or potpourri is prohibited at The Murray Center. The release of balloons, butterflies or doves outside of the building is suggested. Bubbles can be used outside only.

It is the policy of The Murray Center that liquor or wine cannot be brought into or consumed inside our facility. Alcohol is not permitted to be consumed by guests attending events.

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Our decorating policy includes offering a limited amount of silk floral arrangement for your use. All evening food functions are set with candles to create ambience. These are all offered at no additional cost. We offer white, black, green and ivory linen at no additional cost. We can rent on your behalf any other colors ask our sales staff for assistants with this.

Dancing is allowed at The Murray Center. Dancing and music is limited to line dancing, swing dancing, bride and groom first dance, R&B music, jazz, and non-profanity rap music. There is absolutely no hard core rap, provocative dancing or music with excessive profanity allowed in The Murray Center. There are no exceptions to this rule.

Seating for meal functions are round tables of ten (10). Other seating arrangements are available where equipment and space permit. Charges for round tables of eight (8) will be \$25.00 for each additional waiter required. French Service will be charged at a rate of \$35.00 for each additional waiter.

Client Signature:

Date:

Taste 'N See:

Date:
