



NCJW Event

Sunday January 26th, 2020
Prepared by Audry Carbone

NCJW

Option 1 Continental Breakfast

\$18 per plus

Gratuuity: 22%

Tax: Exempt- Will provide documentation

Sliced Seasonal Fresh Fruit

Mini Bagels and Cream Cheese, Butter, Jam

Egg Salad & Tuna Salad

Vegetable tray: Sliced Tomato, Cucumber, Red Onion, Capers

Assorted Mini Pastries

Oatmeal Station with Toppings

Coffee, Tea and Orange Juice

Option 2 Continental Breakfast

\$20 per plus

Gratuuity: 22%

Tax: Exempt- Will provide documentation

Sliced Seasonal Fresh Fruit

Mini Bagels and Cream Cheese, Butter, Jam

Salmon Lox

Vegetable tray: Sliced Tomato, Cucumber, Red Onion, Capers

Assorted Mini Pastries

Oatmeal Station with Toppings

Required Other Charges

\$250.00 Set Up Fee

Optional Other Charges: Decorations \$20 Per Table for Fresh Flowers

Banquet Terms and Conditions

ALL RESERVATIONS AND AGREEMENTS are made upon, and are subject to, the rules and regulations of The Preserve at Ironhorse and the following conditions:

Contracting Party: NCJW
(Client)

Event Name: Breakfast/Lecture

Contact: Barbara Bose & Laurie Alexander

Phone #:
Cell #:
Fax #:
Email:

Rooms Selected: Ballroom

Day/Date of Event: Sunday, January 26th

Start Time/End Time: 50-70

Deposit:

A non-refundable booking deposit of 20% of the estimated food and beverage cost **\$230 is due by December 1st, 2019.** Deposit and signed contract is due in order to secure the event date. Corporate checks, money orders, certified checks, or Visa, MasterCard and American Express are accepted. Full payment of the Event is due upon receipt of invoice for Event by payment methods described above.

Guarantees on All Food & Beverage Charges:

When charges are on a per person basis, the Client must confirm a final guaranteed head count at least 7 days in advance of the Event. The Client is financially responsible for the final guarantee, or actual attendance, whichever is greater. Please note that quoted prices are subject to potential change due to global market and potential environmental influences that may reflect upon our raw food costs. Alternative menu options will be made available in such cases.

Food and Beverage

To guarantee your menu, selections must be submitted to The Preserve at least one week in advance of the Event date. All food and beverage for your Event shall be provided by The Preserve. No food and beverage of any kind will be permitted to be brought onto the Preserve property by or on behalf of the Client or any of the Client's guests or invitees unless donated to The Preserve from non-profit organizations. Food and Beverage items may not be removed from The Preserve upon completion of event due to state health regulations. Current food and beverage tax is 7.0% and service charge is 22%. The Preserve reserves the right to charge cleaning fees for excessive untidiness.

Beverage Service Information

Please be advised that in accordance with Florida law, it is the policy of The Preserve that the sale and consumption of alcoholic beverages to any person under the age of 21 is not permitted. Furthermore, anyone in your party helping a person under 21 years of age receive an alcoholic beverage will be asked to leave. The Preserve at Ironhorse has a no shot policy. Alcohol is not permitted to be brought onto the property by the Client or guests of the client unless donated to The Preserve prior to the event. Our bartender is required to report all intoxicated persons to the management at once. Bar service and parties are to conclude no later than 12:00 midnight. Additional time may be added for a fee.

Valet Parking

Valet parking is optional. Valet parkers will be charged at a rate of \$400

Decorations

Where allowed, candles, tabletop centerpieces, or any other personal decorations must meet all local Fire Regulations, Health Department Regulations and any other governmental regulations and The Preserve guidelines. When required, client may be required to obtain permits, which must be on file seven days prior to event. Nothing may be affixed to the walls of the facility. Bubbles, glitter, confetti, rice and birdseed are not permitted. Vendors may enter the room no sooner than three hours prior to Event unless specific arrangements have been made prior to Event with The Preserve management. Prior access may incur an additional fee. Rentals such as linens, chairs, china, glass and silver must be delivered one (1) day in advance of the event. Discretion is expected as not to interfere with membership dining and The Preserve activity.

Use of The Preserve Logo

All use of The Preserve logo for your Event must have the written approval of The Preserve prior to publication or airing.

Cancellation Policy

In the event that the Client should cancel the Event, the Client shall be responsible for the costs outlined in accordance with the following:

	Days Prior to Event Date	<u>Payment Due</u>
	From date of signing agreement to 180 days prior to Event Date	Initial Deposit
Cancellation of Event	From 91 days prior to Event Date to 179 days prior to Event Date	50% of Guaranteed Amount
	From 90 days to day of Event	100% of Guaranteed Amount

Hurricane Policy

In the event of cancellation due to inclement weather or hurricane, Client will not be responsible for payment in full. Event may be re-scheduled to the same day, two weeks later. Deposit is non-refundable.

Conditions of Agreement and Client Responsibilities

The Client shall be responsible for all charges related to the Event. Failure to remit the appropriate payments as agreed will result in cancellation of all arrangements outlined in this Agreement. The Client shall be liable for all amounts set forth in the above Cancellation Policy. Amounts invoiced but not paid within ten (10) days of the date of invoice will be assessed an interest charge equal to one and one-half percent (1 ½ %) per month or the maximum allowed by law.

The Client agrees to begin the Event at the scheduled time and to have guests and invitees vacate the designated function space at the designated time. If the event lasts beyond the designated time, the Client agrees to reimburse The Preserve for any staff overtime wages. All Event attendees shall abide by the rules and regulations of The Preserve. The Client shall be responsible for all damage done to the function room or any other part of The Preserve by Client, its guests, invitees, employees, independent contractors or other agents under Client's control. The Client further agrees to reimburse The Preserve for any other expenses or damages incurred by The Preserve because of the Client's failure to comply with The Preserve Regulations.

Other

The Preserve will not assume or accept any responsibility for damage to or loss of any merchandise, outside rentals or articles left on The Preserve property prior to, during, or following Client's Event.

The Preserve shall not be responsible for the acts, omissions, or negligence of Event participants and reserves the right to have any person or persons who violate The Preserve policies removed from The Preserve property.

The Preserve facilities may not be utilized to solicit customers for business purposes placed in newspapers, periodicals or other media without prior permission.

In the event that the Client's Event requires a permit or license from any governing body; local, state, or federal, the Client is solely responsible for obtaining such license or permit 30 days prior to Event at Client's expense.

The Preserve has a no smoking policy inside The Preserve facilities. Smokers should move to the outside designated areas when smoking.

Except as otherwise provided in this Agreement, neither party shall have the right to cancel their obligations under this Agreement. However, either party may terminate this Agreement in the event of a Force Majeure. Such termination is subject to the requirement that the party asserting the Force Majeure notify the other party in writing within three (3) days of any such occurrence.

Waiver

If one party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce such term or any or all other terms of this Agreement at any other time.

Indemnification

The Client agrees to defend, indemnify and hold harmless The Preserve, its partners, parents, subsidiaries, related companies and their employees, agents, Officers, Directors, affiliates and any independent contractors from any and all claims, actions, suits or allegations for damages to person or property which arise out of, or in any way relate to the Event. Further, the Client agrees to reimburse The Preserve for any and all costs or losses which may be incurred by The Preserve as a result of such claims, actions, suits or allegations, including, but not limited to reasonable attorney fees and expenses of litigation. The indemnification obligations contained in this section shall not apply to instances of negligence or misconduct on the part of The Preserve or any of its related parties.

Arbitration

Any and all disputes arising out of or relating to this Agreement or the event, shall be submitted to binding arbitration before the American Arbitration Association, or its successor, or an equivalent organization selected by The Preserve.

Acceptance

If the above meets with the Client's approval, please sign below and return the original to the Catering Director by **December 1st, 2019**. If a signed copy of this Agreement is not returned by this date, the Event date being held on the Client's behalf will be released for sale. The undersigned represents he/she is a representative authorized to sign on behalf of the Client and to enter into this Agreement.

The Preserve Representative

Client

By: Audry Carbone
Food and Beverage Director

By:

Date:

Date:

Signature

Signature