

## **Additional Information**

A mandatory 12% service fee will appear on the contract invoice for all rental expenses & non-alcoholic beverages.

This fee encompasses any additional costs required for the event.

Examples include but are not limited to: event coordination from start to finish, decorating assistance, prep work, transportation of food equipment, set up of employees, ordering specific products, property maintenance, utilities, liability insurance, licenses, cleaning labor/products.

This service fee is not a gratuity. Gratuities are never expected, but always appreciated.

Wedding contracts require a \$500 deposit due at contract signing. This is a non refundable deposit if you cancel for any reason at anytime after the paperwork is signed. Deposit will be returned to the guest within 1 week after wedding reception is completed, pending no destruction was done to the hall from a guest, or no other money is owed to All Occasions from the guest. Regular events require a deposit as well to hold the hall. The deposit amount is half of the rental hall fee Ex. If you total bill is \$100, your deposit to hold the hall would be \$50, which is refundable pending nothing is owed to All Occasions due to damage or monies owed.

60 days prior to the even, the guest and All Occasions staff will meet to go over all details. At that time, you will provide us with an approximate count for the number of guests you anticipate coming to your event. At this time, you will need to pay for the food, no-alcoholic beverages, rental hall fee, and any extras you wanted. 2 weeks prior to event, the guest will need to provide All Occasions with an exact amount of guest anticipated for the event. If the exact count is less than originally figured, the difference will be adjusted off the final invoice. If there is an open bar, an exact amount consumed by the guest can be figured out after the event occurs. Any overage will be deducted from the deposit and billed to the guest after the event occurs for payment. If there is money owed to the guest, it will be mailed to the guest who paid the deposit.

Please let us know your decoration ideas and plans no later than 4 weeks before the wedding day.

Any candle use needs to be contained.

3% processing fee will be charged for all credit/debit card payments.

Sales tax is not included in the listed prices. (Food only, 7%

Prices are subject to change without notice.