

Banquets at the Boardwalk

Event Guidelines

Banquets at the Boardwalk guidelines are meant to be followed to ensure a memorable, enjoyable, and safe “One of a Kind” experience for you and your guests.

Ballroom Rental Fees

- Ballroom A—Holds up to 425 guests--\$1000
- Ballroom B—Holds up to 230 guests--\$850
- Ballroom C—Holds up to 140 guests--\$650
- Ballroom D—Holds up to 100 guests--\$450

The occupancy numbers listed are general approximations made with the assumption of a meal service. The amount of space ultimately required will be determined by such factors including, but not limited to, the type of event, amount of seating required, types of tables used, and entertainment needs. Please consult with your Event Coordinator to determine the space that will be needed for your event. Room rental is due at the time of booking and is non-refundable. (See Policy Disclosure)

If you wish to book an event that will not be serving food, the above room rental will apply along with a fee of \$10 per person based on the amount of guests guaranteed at the time of booking. Room rental and guest fee is due at time of booking and is non-refundable. (See Policy Disclosure)

Catering

Banquets at the Boardwalk has a chef on staff and as such provides exclusive catering services for all hosted events. Whether you desire elaborate or traditional meal service, we will strive to accommodate your needs.

Boardwalk and our sub-contracted vendors are the exclusive providers of food and beverages for Banquets at the Boardwalk. Any food and/or beverages not provided by Banquets at the Boardwalk or Boardwalk Bar and Grill are strictly prohibited-with the exception of a cake, or like dessert, brought in by the client. If the client wishes to bring in a cake it must be approved by the Event Coordinator one week prior to the event with a food waiver signed by the baker.

If client or guests bring in outside food or drinks of any kind it will be removed and discarded by Boardwalk staff. No exceptions.

Banquets at the Boardwalk offers both plated and buffet style meals, along with anything in between. If a desired meal or entrée option is not listed in our menu please consult with your Event Coordinator as we can accommodate most requests. We also offer meals for children as well as those with dietary restrictions.

Food tasting is available upon request for booked events of 100 or more guests. We suggest tastings to be scheduled no more than eight weeks prior to event for buffets, and no sooner than 12 weeks prior to event for plated meals.

Tastings may be scheduled Monday through Thursday between 1:00 PM and 4:00 PM with at least one week's notice. Three entrées (excluding roast beef and roast turkey), and potato, and a vegetable may be tasted.

While you may bring as many people as you would like to your tasting, please note that enough food is made for four people to taste.

For buffet style meals you may choose up to three entrées for the line. Entrées on a buffet line are prepared so that each guest can have a portion of each entrée if they so choose. If you have guests with dietary restrictions you must inform your Event Coordinator of the types and amount of specialty meals required at least one week prior to the event. Specialty meals for buffets (including kids meals) are plated in the kitchen and served to the respective guests.

For plated meals two entrées are allowed in addition to any needed specialty meals. One salad, potato, and vegetable may be chosen for all plated meals. Client is responsible for getting exact numbers of each entrée choice to the Event Coordinator one week prior to event.

The Event Coordinator will provide colored meal tickets for guests to pick up upon arrival. Please note that guests should be informed that meal tickets must be placed at their table setting to ensure the most efficient meal service. For events with arranged seating client and/or decorator may place meal cards on tables if they so choose. Please confirm with the Event Coordinator one week prior that the cards and meal choices are prominent enough for the servers to see.

Please note that the time involved in serving plated meals is nearly doubled and we strongly suggest either a buffet or one entrée plated meal for events over 200 guests.

As you plan your menu please take into consideration the applicable sales tax (6.875%), service fee/gratuity (20% of food total before tax), and set-up fee (20% of food total before tax and gratuity) are not included in the prices listed throughout the menu.

The final guest count and any food changes are due one week prior to event. The final guest counts allow us to plan and prepare for staffing and ordering. If more than the finalized number of guests arrive and wish to eat, the original price of the meal(s)-including tax and service charge-along with an additional \$5 per plate will be charged to the client. As food is ordered only for the number of confirmed guests, we cannot guarantee there will be enough food if too many unexpected guests arrive.

Regardless of buffet or plated meal service, dessert plates and utensils will be provided for cake. Clients are welcome to cut and serve their cake themselves or request that Boardwalk staff cut and serve. Please note a charge of \$1 per guest will incur in Boardwalk staff is asked to cut and serve.

Bar Service

Upon booking an event it is assumed that a cash bar will be required. The bartender(s) are provided at no extra cost.

Clients are welcome to pre-purchase alcohol such as kegs or cases of wine. Please note that there is a limit of one keg per 125 guests and must be ordered at least two weeks prior. For cases of wine there is a limit of one case per 75 guests and must be ordered at least three weeks prior. Any pre-purchased alcohol and/or other beverages will have bar gratuity and applicable sales tax added at final billing. Keg and case pricing is based off of basic brands which are available all year. If you have a preference on beer or wine (such as specific seasonals or vintages) please consult with your Event Coordinator at least one month in advance so that availability and pricing can be confirmed with our vendors.

Alcohol consumption is restricted to Banquets at the Boardwalk, Boardwalk RiverDeck, and Boardwalk Bar and Grill. No outside alcohol is permitted whatsoever. Any outside alcohol will be immediately confiscated and disposed of. Banquets at the Boardwalk staff and security reserves the right to confiscate and discard of any alcohol, water and soda bottles, or liquid containers of any kind. Staff and security also reserves the right to remove any person from the premises. If outside alcohol becomes a consistent issue, a minimum fee of \$500 will be imposed on the client and/or a complete shutdown of the event will occur, regardless of the time. A fee of \$150 will be applied per occurrence for vomit clean-up.

If a "dry" event is desired please consult with the Event Coordinator prior to booking, as food minimums or guest fees may need to be altered.

Prices and fees of food and beverages are subject to change without notice due to local market pricing. Any changes will be disclosed to client before six weeks prior to function. Changes that occur less than six weeks prior will not apply.

General Guidelines

Upon booking, a valid credit card must be placed on file. No payments will be taken out without consent from the cardholder unless in the case of an outstanding balance. Final payments for ALL events are due no later than three days prior to function.

With completion of the booking process (policy disclosure signed, room rental paid, and credit card on file) the venue is your space the date of your function beginning at 9 AM. It is your room until 1 AM, at which time all beverages must be out of hand and any lingering guests departing (the only exception will be for those helping to remove decorations). Decoration must be removed by no later than 2 AM. Additional fees may be incurred if decorations are left behind, and they will not be saved.

All planned entertainment must be disclosed to, and approved by, the Event Coordinator prior to function. All entertainment persons or agencies hired by the client must sign a liability waiver one week prior to event. It is the responsibility of the client to disclose venue locations, limitations, or any related information to booked entertainment.

Entertainment providers are welcome and encouraged to contact the Event Coordinator with any questions or concerns.

Certain events may require the use of a Boardwalk Security Guard at the client's expense. The fee for one security guard is \$125. Necessity of guards and the number are subject to the nature of the function and discretion of the Event Coordinator.

Upon booking, a timeline will be given to the client detailing when certain items, signed documents, and payments are due. To ensure a sufficient amount of time for the Coordinator to detail any and all aspects to the staff, a \$50 per day penalty will be applied for any late items.

Banquets at the Boardwalk offers the use of our podium, microphone, projector, screen, and TVs at no additional cost. An event questionnaire will allow clients to detail specific needs to the Event Coordinator.

Outside of general set-up (tables, chairs, linens, tableware, etc...) any decorations-both set-up and removal-are the responsibility of the client and/or their decorators. This includes the arrangement of desserts or other like items. Banquets at the Boardwalk are flexible with allowed decorations and favors, but items not permitted include but are not limited to...

- Glitter
- Confetti
- Diamond Chips
- Feather Boas
- Nails
- Pins
- Staples
- Popcorn
- Nuts
- Food/beverage party favors (Consult with Coordinator)
- Helium Balloons (Consult with Coordinator)

Any photo booths or entertainment are also expected to follow these guidelines in regards to props. Candles-real or battery operated-are permitted. Real candles must be in some form of appropriate holder (vase, votive, etc...). Real candles are limited to three candles per table. There is no limit on the amount of battery operated candles. Coordinator and staff reserve the right to remove any decorations without notice.

Client is responsible for any excess garbage (decorations, large boxes, leftover favors, etc...) that are brought into the venue. If they are not removed upon departure and minimum \$50 fee will be imposed for clean-up.

Final room layout will be determined by Coordinator and staff. Banquets at the Boardwalk will do its best to adhere to specific layout wishes and requests, but safety for your guests and staff is our biggest concern.

Client assumes all responsibility for any damages to our property that may be caused by event guests. If repair of damages is required the client will be contacted by phone and mail within three business days of the event. Payment of the damages will be due within five business days of receipt of the mailed bill.

Banquets at the Boardwalk's primary mission is to give our clients and their guests a
"One of a Kind" experience.

We are proud of our venue and services and are here to help you in whatever way we can.

Client Signature _____

Date _____