

Policies and General Information For Banquets Events

Thank you for considering the Italian American Community Center for your upcoming event. Please read the following information which will assist you in answering questions you may have in planning your event.

- ❖ *A **nonrefundable deposit will secure** the date you have selected. The full deposit will be applied to the final bill. Should you need to cancel the date, your deposit will be used to cover the administrative fees and cannot be refunded.*
- ❖ ***Prices are subject to change.***
- ❖ ***Tax exempt** companies **need** to present a **Tax Exempt Voucher** at the time of booking. Payment at the end of the function must be made with an organizational check or government voucher.*
- ❖ *All the pricing in our banquet brochures are subject to an **18% service charge** and applicable **New York State sales tax.***
- ❖ ***Guaranteed Counts** for functions are due as follows: If your event is on **Monday or Tuesday**, your counts are due on **Thursday** prior, **Wednesday or Thursday** events, your counts are **due the Friday prior**: If your event is **Friday, Saturday or Sunday** your counts are **due the Tuesday before your event**. This number will be considered a final guarantee **not subject to reduction** and at that time additions will be made accordingly.*
- ❖ ***All events** are booked for a maximum of **4 hours**. There is no option for overtime if there is another scheduled event later the same day. The charge for one hour overtime is \$500.00 and is at the discretion of the management. Please note that no event will go later than 1:00am.*
- ❖ *The Italian American Community Center does not permit the affixing of anything to the walls, floor or ceiling with nails, staples, tacks or tape. Bubbles, confetti, rice or bird seed...etc., are not permitted in the building or on the premises. Please be aware that in the event these policies are not observed, cleaning charges will be assessed.*
- ❖ *You may enter the room no earlier than thirty minutes prior to your start time for decorating purposes. Should you need additional time, advance arrangements need to be made through the sales office and are based on scheduling availability only.*
- ❖ *Please select a maximum of 2 entrees. Color-coded tickets for each entrée will be provided for your guests to help our wait staff better serve you.*
- ❖ *With the addition of a **third entrée**, the **greater of the 3 prices will be charged for all selections.***
- ❖ *If the initial booking requires the space for a larger room and your guest numbers decrease significantly, there may be a surcharge added unless the space is able to be rebooked.*
- ❖ *Minimums are based on adult entrees only.*
- ❖ *For a buffet affair, due to health department codes, the ordered food must be prepared and consumed on premises. Guests are not permitted to remove any of these from the premises.*
- ❖ *Room Charge may apply based on guest count, food & beverage requirements, and/or time allotment*
- ❖ *Children's pricing is as follows: For children 12 and under a child's meal of Pasta with Meatball or Chicken Fingers with French Fries can be ordered for \$9.95 plus tax and service charge and a \$5.00 setting fee. If no meal is ordered a flat \$5.00 setting fee may be added to your invoice, per child at management's discretion.*