



Event Centre Policies

1. Group attendance must be confirmed 10 days prior to the event. If no guarantee is received, ElmerZ will prepare and charge for the number of people estimated.
2. Any discrepancies in counts or charges should be identified and resolved at the time of billing. All billings must be signed by the customer or designated representative at the completion of each function.
3. All functions are subject to an 18% gratuity charge and applicable state/local taxes.
4. A non-refundable deposit is required for all functions.
5. Payment in full is required on the date of the event unless prior credit arrangements have been established with ElmerZ prior to the date of the event.
6. If a change from the original requirements is requested on the day of the function, a labor charge will be added to the billing.
7. Final menu selections should be submitted 10 days prior to the event to ensure the availability of the desired menu items.
8. No food or beverage of any kind will be permitted without the prior, written approval of ElmerZ.
9. ElmerZ is not responsible for any damage to or loss of any items left at ElmerZ prior to or following any event.
10. The customer is responsible for and shall reimburse ElmerZ for any damage, loss or liability incurred by ElmerZ by any of the customer's guests or any person/organizations contracted by the customer to provide any service or goods before, during, or after the event.
11. All prices are subject to change.
12. ElmerZ shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government regulations or actions, restrictions upon travel or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, actions of God and other causes whether enumerated herein or not, which are beyond the reasonable control of ElmerZ preventing or interfering with the performance of ElmerZ.
13. This agreement may not be assigned by the customer without the prior written consent of ElmerZ.



14. Outside caterers will not be approved.
15. You may provide your own decorations. Decorations must be set up by the customer. You may only decorate during approved and scheduled times. There is no unauthorized entry permitted.
16. The use of nails, staples, tape or other substance to affix items to the wall or ceiling is not permitted.
17. The use of confetti, rice, glitter, birdseed, silly string, potpourri, river rock, bubbles, or an open flame is not permitted.
18. Violations of the above mentioned items will result in an additional \$500 cleaning/damage fee.
19. All items must be removed from the location at the conclusion of the event, unless other arrangements are made with ElmerZ prior to the event.
20. Outside doors may not be propped open without authorization.
21. ElmerZ is not responsible for lost or stolen items.
22. Multiple entrée choices require color coded place cards to identify which dinner has been selected. Colors must be preapproved by ElmerZ. Customer is responsible for making the cards. A list of names and choices is required at least 10 days prior to the event.
23. If you would like additional menu items for your event, we would welcome the opportunity to customize a menu.