

## Payment

A deposit in the amount of 50% of the estimated charges will be due, along with the signed contract, by the date specified on the Banquet Contract. This will guarantee services for your event. 100% of the estimated charges will be due five (5) business days prior to your event date. Any increases in final guarantee (above 5%) will be due and payable prior to the beginning of service. Any on-site adjustments, additions, or replenishments of the contracted services will be reflected in a final notice, payable within 10 days of receipt. We do not offer direct billing, as such, a guaranteed payment is required for all functions. You may finalize your account with a Company Check, Cashier's Check, Visa, Master Card, American Express, Discover or Cash. We will process/pre approve your credit card for any estimated balance due three (3) business days prior to your event date.

## Cancellation Policy

Cancellation of contracted services must be made in writing a minimum of four (4) weeks prior to the scheduled event date. If the event is cancelled less than fourteen (14) days but more than 72 hours (business days) prior to the event, a fee of 75% of the total estimated services will be due and payable. Any event cancelled less than 72 hours (3 business days) prior to the event date will incur 100% of the estimated charges.

## Guarantees

The guaranteed number of attendance is required five (5) business days prior to the event date. A business day is defined as Monday Friday by 12noon. If the guarantee is not received as stated, the number on the contract will be considered as your final guarantee. The guarantee is not subject to reduction after the 5-day deadline. Increases in attendance given after the final guaranteed deadline will be subject to additional charges. The Food and Beverage Department will not be responsible or liable for serving these guests,

but will do so based on availability of product. We will prepare food product for seated functions 5% over the final guarantee to a maximum of 30 people. Additional seating will only be placed if needed. We will not be responsible or liable for serving these guest but will do so based on availability of product.

## Tradeshow, Vendors, Exhibition Spaces

Sampling and/or distribution of food and/or beverages by any exhibitor or vendor must be approved by the Food & Beverage Director two weeks (10 business days) prior to any function and must complete a hold harmless agreement. ASM Global reserves the right to adjust, waive or modify exclusivity of these policies related to move-in and move-out of the facility for tradeshow, consumer or related events.

## Additional Linen

All tables where food and/or beverages are served or displayed **will** have full linen at no additional cost to the clients. Areas not pertaining to food and or beverage services will be charged at the current prevailing rate. Examples of these areas include registration, vendor booth(s), DJ, photography, etc. Events that do not serve food items; dances, fashion show, trade show, graduation, etc., will also be charged for table linen plus tax, administrative fee and labor.

## Entire Agreement

This document contains the complete and exclusive agreement between the parties, and it is intended to be a final expression of their agreement. No promise, representation, warranty or covenant not included in this document has been or is relied upon by any party. Each party has relied upon its' own examination of the full warranties, representations and covenants expressly contained in the Agreement itself. No modifications or amendments of this Agreement shall be of any force or effect unless executed by both parties hereto.

## CATERING INFORMATION

**Savor... catering by SMG is the exclusive food and beverage provider for the Florence Center. No food and /or beverage of any kind will be permitted to be brought into the facility by the patron or any of the patron's guests or invitees. Food and Beverage items may not be taken off the premises; however, excess prepared food is donated under regulation to agencies feeding the underprivileged.**

### **Alcoholic Beverage Service**

We offer a complete selection of beverages to compliment your event. The South Carolina Alcohol and Beverage Commission regulates alcohol beverage service. As the licensee, we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises or removed from the premises. In compliance with regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage services and the right to refuse alcohol service to intoxicated or underage persons. The Florence Center employees must dispense all Alcoholic Beverages. The client is responsible for general sobriety and conduct of its guests and the bar must close one-half hour before the ending time of the event. Any alcohol charges incurred during the event must be settled the night of the event. The bartender fee is \$100.00 per 100 guests.

### **Menus**

Our menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that our food and beverage Director welcomes the opportunity to customize menus and services to create unusual or thematic events. All food and beverage services are scheduled for two (2) hours unless otherwise noted, however, they may be extended at an additional charge if you choose to do so.

### **Pricing**

A 22% administrative fee (the Administrative Fee is retained to defray administrative costs; it is not intended to be a tip, gratuity, or service charge and will not be distributed to employees) and a 2% hospitality fee will be applied to all food and beverage sales. An 8% sales tax **will** be applied to all food, beverages, labor, linen and decor. Guaranteed prices will be confirmed with a signed contract and specified deposit. Any catering for fewer than 50 guests will incur a \$50.00 service charge.

### **Labor**

Catering personnel are scheduled in four hour shifts for each meal period. These shifts include set-up, service and breakdown. Any events requiring additional time for service will incur an overtime charge of \$15.00 per server per hour.

### **Contracts**

A signed copy of the catering contract and catering policies must be returned two (2) weeks prior to your event. The signed contract and policies with the stated terms constitutes the entire agreement between the client and Savor...catering by SMG. Any on-site additions to these contracted arrangements will be accommodated upon receipt of a signed agreement listing the additional items requested.

### **Facility Services**

Banquet prices include linens (excluding overlays or special orders), glassware, china and flatware for up to 1000 seated guests. For banquets over 1000 guests, additional charges may apply.

### **Decorations**

The Director of Food and Beverage Services can assist you with specialty items from the decor inventory to enhance your event.

## BEVERAGES

*All Bars and Host bars are subject to a \$100 Bartender fee for 3 hours of service. 1 Bartender per 100 guests is required.*

### PAY AS YOU GO BAR (CARDS ONLY)

Soda (PEPSI)	\$2
Bottled Water	\$2
Beer	\$6
House Wine, Woodbridge	\$8
Pinot Grigio, Chardonnay, White	
Zinfandel, Moscato, Pinot Noir,	
Merlo, Cabernet	
Cordials & Liqueurs Mixed Drinks	\$9

### HOST

*Price per guest. An extra charge per guest per hour after 3 hours of service*

Host Bar: \$25 Per Guest

    Domestic Beer, House Wine and Soda (PEPSI)

Premier Host Bar: \$35 per guest

    House Liquor, Domestic Beer, House Wine  
    and Soda (PEPSI)

