

# Event Policies



## *Catering*

All catering menus are prepared in-house by The Cypress Columns' executive chef. Event menu packages are designed for a buffet presentation, but seated banquet presentations are available for certain events upon request (*ask event consultant for further detail.*) Buffets remain open to guests for the entire time of the event, but please note that certain items may not be replenished.

## *Alcohol*

Outside alcoholic beverages and the possession and/or consumption of alcohol by a minor are strictly prohibited. All glassware and alcoholic beverages must remain on the premises at all times. The Cypress Columns' staff fully abides by all Louisiana State Liquor Law policies and procedures. A final call on alcohol service will be announced 15 minutes prior to the end of the event. If the bar package selected is based on a consumption limit, a final call time on alcohol service will be planned in advance.

## *Guarantee*

A guarantee of the total headcount for an event is required 14 days prior to the event date. Children under the age of 6 are not to be included in this count. This guarantee allows Executive Chef Tedesco to prepare the appropriate amount of food; which will average at least 10% over the final guaranteed headcount.

## *Tax and Gratuity*

The current sales tax will be added to all packages and will be included in the contract. All tax exempt organizations are required to provide proof of certification at the time of signing. Gratuity is added at a rate of 15% for buffet presentations and 18% for seated banquet presentations (*food and beverage only.*)

## *Deposits and Payments*

A booking deposit of 1/3<sup>rd</sup> of the total package price is required to hold an event date. The remaining balance will be due in monthly installments as indicated in the contract. Alternative payment arrangements are available at the discretion of management and will be agreed upon at the time of signing. Failure to comply with agreed payment arrangements may result in the total loss of all moneys paid to The Cypress Columns. Accepted forms of payment include: cash, check, money order, or credit card (*certain fees may apply.*) Clients will be held responsible for any fees associated with returned checks. All fees associated with a guest overage (*refer to "Guarantee" section*) will be due within 15 days after the event date. A security deposit may be required for certain events. If so, the full amount of the security deposit will be returned within 5 business days, after the event date, upon the facility passing a full inspection by management.

### *Liability Event Insurance*

It is mandatory for all events held at The Cypress Columns to obtain event insurance coverage. The standard coverage of \$300,000 may be added to most homeowner policies. In the event that the parties involved cannot secure coverage in this manner, The Cypress Columns will be of assistance. It is the responsibility of the client to provide a copy of the insurance policy at the time of the final payment installment.

### *Transfer of Date Policy*

In the event that the client deems it necessary to change the date of the event the following policy applies: Prior to 6 months from the event date, the date is transferrable with no penalty if the new date has not been reserved for another event. If it is necessary to move a date within 6 months of the original event date, a \$1,000 re-booking fee will be assessed to the client.

### *Refund Policy*

In the event that the client must cancel the scheduled event the following policy applies: Client acknowledges that upon reservation of the event date and receipt of the initial payment, referred to above, The Cypress Columns will no longer market its facilities and services for the date and time reserved and will commence preparing for the client's event. As a result, the client agrees that should it be necessary to cancel the event for any reason all moneys paid to The Cypress Columns shall be forfeited and shall, in their entirety, belong to The Cypress Columns. All contracts are non-transferable.

### *Terms and Conditions*

It is understood that The Cypress Columns should in no way be held liable for any breach of contract by the clients or outside vendor agreements, reached between said clients and vendors, other than the Cypress Columns. The client should notify the facility of any discrepancies or cancellations with vendors within 2 weeks of said cancellations. The Cypress Columns' consultant agrees to attempt to locate a satisfactory substitute, as directed by the client or at the consultant's best discretion. Any changes made to this agreement should be in writing and signed by all parties involved. In the event that this agreement is terminated by the client (*in writing*) fees will be assessed as per above stated policy.

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