The Gathering Place

POLICIES & PROCEDURES CONTRACT

SMOKE FREE: The Gathering Place is 100% smoke free in accordance with Utah State Law.

LIQUOR: The Gathering Place has a liquor license and full liquor menu for your convenience.
Please ask for a liquor menu for all costs associated with hosting a bar or for cash bar service.

DEPOSITS: A $500 to $1,000 deposit is required for all functions at The Gathering Place.
Credit cards and checks are accepted for deposits. Deposits are nonrefundable and nontransferable to another date.

FINAL COUNT: Final counts must be received no later than 10 days prior to your scheduled event. You will be charged for the number of people for which food is ordered (final count) or for the actual number of people in attendance whichever is greater.

CANCELLATION POLICY: Because of the volume of business and the demand for reservations, deposits cannot be refunded or transferred.

LEFTOVER FOOD: Due to the possibility of temperature abuse in transporting food, which may result in unsafe food, we do not allow leftover food to be taken off the premises. This policy has been initiated to address the Board of Health's concerns on foodborne illness.

PAYMENT: Payment is due in full upon conclusion of your scheduled event. All requests for direct billing must have an authorized P.O. including billing address and information and be submitted and authorized by our accounting department at least 15 days prior to the scheduled event. Any accounts unpaid within 10 working days after the event will be assessed an 18% per annum service charge until the balance is paid in full. By signing this contract, you are accepting responsibility of payment in full of your event at the conclusion of your event.

SERVICE CHARGE & STATE TAX: A 19% service charge will automatically be assessed, which includes set-up fees and gratuity. All prices quoted are subject to the current Utah sales tax.

OUTSIDE FOOD & BEVERAGE: No outside food or beverage, with the exception of wedding cakes or guest favors, will be permitted in the banquet facility without the express permission of The Gathering Place. We reserve the right to charge on such items.

DECORATIONS: The Gathering Place will not allow any lamps, art objects, decorations or furniture to be removed or rearranged and nothing may be affixed to the walls, ceiling or windows without prior consent from management.

RESPONSIBILITY: The customer is responsible for the conduct of his/her guests. The Gathering Place reserves the right to remove persons from premises that management considers objectionable without any responsibility to the customer. The customer assumes responsibility for the loss, theft or damage of items or merchandise in the building or the building itself during or following an event.

LIABILITY: The Gathering Place will not assume responsibility for the loss, theft or damage of items or merchandise left in the building or vehicle during or following an event. The Gathering Place is not responsible for damage or loss of vehicles during or following an event.

The Gathering Place at Gardner Village Customer Signature

_____ _____DATE_____