



Policies

DEPOSITS: A deposit is required when booking any room. The deposit is deducted from the final bill.

Williamsburg Room	\$1000.00	Governor's Room	\$400.00	Jefferson Room	\$300.00
Maryland Room	\$400.00	Virginia Room	\$500.00		

CANCELLATION POLICY: If cancelled, deposit will not be refunded. Portion of down payment (up to 50%) may be refunded if date rebooked.

ROOM CHARGES: Charges include all set up to include linens, tables, chairs, china, and glassware.

Williamsburg Room	\$400.00
Virginia Room	\$300.00
Governor's Room	\$200.00
Maryland Room	\$200.00

Chair covers available at \$2.00 each.
Uplighting available at \$20.00 per light.

ROOM MINIMUMS: Required sales that must be reached by adding the food and beverages purchased by the host as well as service charge and tax.

Williamsburg Room	Friday - \$4,500.00	Saturday - \$6,500.00
Virginia Room	Friday - \$2,500.00	Saturday - \$3,500.00
Governor's Room	Friday - \$1,000.00	Saturday - \$1,500.00
Maryland Room	Friday - \$1,000.00	Saturday - \$1,500.00

MENU POLICY: All plans must be made in person. An appointment is required. Klemmer's will not guarantee any plans not made in person or by required date. It is the host's responsible to contact Klemmer's at the appointed date.

- Detailed event plans required 4-6 weeks prior to event.
- Final guaranteed count is required 5 business days prior to event. Saturdays and Sundays not included.
- Sit down meal is limited to two selections with preorder and color coded place cards required.
- Special pricing for children 10 and under. \$9.95 or half price, whichever is larger.
- Any guest arriving late for meal service will only be served portion of meal left unserved.
- There will be a \$10 charge for each staff member associated with your event for every ½ hour your event begins late.

GENERAL POLICIES: Klemmer's does not assume responsibility for damage or loss of items left on the premises.

Breakfast: 7:30 AM -10:00 AM Lunch: 11:00 AM – 3:30 PM Dinner: 5:00 pm – Midnight

The host may arrive 30 minutes prior to scheduled guest arrival. Vendors may call 36 hours prior to event to check on earlier set up time. Candles allowed, however they must be enclosed. No confetti, glitter, feathers, bubbles or any sprinkled item may be used. If used, there will be a \$300.00 clean up charge added to final bill.

CAKE CHARGE: A \$0.75 charge/guest will be added for bringing a cake into Klemmer's instead of ordering a dessert from us. Wedding receptions excluded. No refrigeration available.

SWEET TABLE: \$50.00 fee for bring a sweet table. Cakes not allowed as part of sweet table. Cupcakes are allowed. Food must be trayed upon delivery. No refrigeration available. Carpet cleaning charge of up to \$300.00 will be charged.

CANDY BUFFET: No charge for candy buffet. No food product other than candy allowed. Carpet cleaning charge of \$300.00.

PRIVATE BAR: No charge for bartender when bar package is ordered. \$15.00/bartender per hour when bar package not ordered. If bar sales reach \$400.00/bartender, then bartender charge is removed. Klemmer's staffs one bartender per 100-125 guests.

MUSIC POLICY: Virginia Room and Governor's Room limited to disc jockey.

DAMAGE: Host agrees to the responsibility for any damage to the property or equipment by members, guests, invitees or contracted vendors used by the host during the time of the event.

KLEMMER'S BANQUET CENTER will not be held liable for non-completion of contracted event due to fire, floods, acts of God, inability to obtain necessary supplies, incomplete supplies or utility interruptions (i.e. Loss of heat, air conditioning, electricity, etc.)

PAYMENT POLICY: 50% due at planning appointment. 25% due one week prior to event. Final balance is due on the day of the event. Check, cash, MasterCard or Visa accepted. 18% service charge and 6.1% tax is added to all bills. Tax exempt functions must provide copy of exemption status when deposit is made. \$100.00 fee for returned checks, after which all payments must be made in cash or cashier's check.