

EVENT GUIDELINES

- **DEPOSITS:** A "Reservation Deposit" is required to reserve your Event Date. The Reservation Deposit amount is the venue fee for that specific date and must be paid by the Deadline for Return. The "Second Deposit", equal to fifty percent (50%) of Estimated Event Value is due sixty (60) days prior to the Event Date (no later than). All deposits are non-refundable.
- **GUEST COUNT GUARANTEE:** Client must guarantee a guest count within 20% of the final guest count Sixty (60) days prior when your second deposit is due. Client must guarantee the final number of guests who will attend the Event (the "Guest Count Guarantee") at least TEN (10) business days prior to the Event. If GFC does not receive notice of a change in the number of guests at least ten (10) days prior to the Event, the Estimated Number of Guests listed in this Booking Agreement will be considered the Guest Count Guarantee and food will be prepared accordingly. If there is an increase in guest count (greater than 5% of guest count) after the guarantee is given, there will be a 20% surcharge on all food and beverage for the increased number.
- **PAYMENT:** Payment in full based upon the final Guest Count Guarantee ("Guarantee Payment") is required ten (10) business days prior to event date. Payment can be made by cash, personal or company check, or major credit card (MasterCard, Visa and AMEX). In our experience, you will likely incur additional charges for added items after the Guarantee Payment has been made, including but not limited to charges based on actual beverage consumption if the Consumption Bar option is chosen ("Bar Charges"). GFC encourages the Client to visually inspect the beverage bottles retained to calculate actual beverage consumption before leaving the Event, as all additional charges, including the Bar Charges, shall be considered final at the conclusion of the Event. Client hereby agrees that GFC shall charge any additional charges to Client's credit card unless other arrangements are agreed upon. All menu selections shall be finalized no later than sixty (60) days prior to the event date. **Due to seasonality and fluctuation of commodity prices, menu prices are not guaranteed until 60 days prior to an event. If a product becomes unavailable or cost prohibitive, GFC will make alternate menu suggestions to be mutually agreed upon.**
- **RENTALS, DELIVERY & FEES:** A GFC team member would be happy to coordinate rentals with you from a local vendor. GFC charges a range of fees for delivery (if applicable) based on the scope of the event. Drop off within 10 miles \$50 ; Drop off and pick up \$100 ; Delivery for a full service event \$150 ; Delivery outside the greater Charleston area \$250. Set-up charges include bartender fee \$175 each; chef attended fee \$125 each; oven rental \$450; 10% set-up fee for all rentals. The use of confetti is not permitted. Any excessive cleanup will result in a fee of \$250.
- **SERVICE CHARGE, TAX AND GRATUITY:** A twenty-two percent (22%) service charge is applied to food and beverage. Additional service charges may apply based on the needs of the event. Applicable state and local taxes will be added to all totals. Gratuity is not included in our service charge and is optional at the client's discretion.
- **CREDIT CARD INFORMATION:** Client must provide a Credit Card Authorization form to secure full and punctual payment of Client's obligations under the Booking Agreement. The credit card provided will be charged if alternative payment arrangements are not made prior to the payment deadlines. **All credit card payments will be subject a 3.99% technology fee and does not apply to payments made with cash or check.**
- **EVENT CANCELLATION**
 1. Cancellation by GFC: GFC shall not be liable for its failure to perform any obligation to Client by reason of fire, flood, casualty, lockout, strike, labor conditions, unavoidable accident, national calamity, acts of God, or by any enactment of law, or by order of any legally constituted authority, or by any similar cause. Should an event be cancelled, we will evaluate our time and expense incurred and accommodate you in a fair and reasonable manner.
 2. Cancellation by Client: GFC shall be entitled to charge and Client agrees to pay liquidated damages as a "Cancellation Fee" in the event the Client cancels its Event for any reason after it is booked. This Cancellation Fee will be based upon the Estimated Event Value in effect at the time GFC receives written notification of cancellation from Client.
- **CONDUCT OF EVENT:** Client agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations and guidelines. Client assumes full responsibility for the conduct of all persons in attendance at your event. Should a guest's behavior be deemed inappropriate by the event manager (i.e. underage drinking, excessive intoxication, damage to property, verbal or physical abuse, etc.), the host will be given a warning to rectify the situation. If the problem persists, police will be called and the event shut down. The host will forfeit any and all payments made.
- **MINIMUM FOOD AND BEVERAGE VALUE:** The total food and beverage value of this event must not fall below the Minimum Food and Beverage Value, regardless of guest count. Additional service fees shall be added to the Final Payment If this minimum is not met.