

PASCALE CATERING 2010 POLICIES & PROCEDURES

STAFFING: Once you have booked your reception, you will receive professional services from our Banquet Sales Manager, including assistance with the planning and arranging of your food, beverage, vendors and setup of your wedding reception. The Event Manager the night of your reception will coordinate your entire evening to your standards and satisfaction. All service staff will be professionally dressed in black and white tuxedo uniforms.

RECEPTION TIMES: Justin's Grill takes pride in providing wedding receptions year round. We do one reception on Friday evenings, two receptions on Saturdays (daytime and evening) and one reception on Sundays, either day or evening. Saturday time slots are 1:00 PM – 5:00 PM for the daytime and 7:00 PM – 11:00 PM for evening. These are set times and cannot be changed unless discussed with our Banquet Sales Manager. Friday and Sunday receptions can begin at your discretion.

PRICING: Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, and/or the number of attendees falls below 50 guests, Justin's Grill reserves the right to charge a room fee of \$200.00. Pricing is ONLY guaranteed with a signed menu letter. Justin's Grill, a Pascale Company, charges a service charge of 19%. The service charge is applied to cost per person and all other items that are handled by our staff.

Minimums for Events:

Friday Evening: \$5,000.00 (May-October & December)
Saturday Daytime: No Minimum
Saturday Evening: \$8,000.00 (May-October & December)
Sunday: \$1,500.00 (All Year Round)

CANCELLATION POLICY: Should you decide at any time to cancel your wedding reception, the following penalty charges will be assessed, based on the receipt of a written cancellation request. All percentages are based on the anticipated event revenue.

Cancellation within 12 Months of the Event Date: Initial deposit becomes nonrefundable

Cancellation within 1-6 Months of the Event Date: 50% for anticipated revenue will be due to Justin's Grill.

Cancellation within 30 days or less of the Event Date: 75% of the anticipated revenue is due to Justin's Grill.

VENDORS: Our Banquet Sales Manager will provide you with an information filled packet including referrals for photographers, music, limousines, florists, hotels, non-traditional wedding sites and more. While you are welcome to provide your own photographer, DJ/band and florist, in order to ensure professionalism and correct setup, there are some vendors Justin's Grill must book for you. These include, but are not limited to, chair covers, linens (overlays, linens to the floor, specialty linens etc.) lighting, fabric draping, ice sculptures, chocolate fountains, audio/visual equipment and staging. Please consult our Sales Office for more information on booking vendors.

LINENS: We have eight different table linen colors and twenty-four napkin colors available at no additional fee. Please consult with our Sales Office for color availability. Coordinating overlays, chair covers and linens to the floor are available at an additional cost. All food and beverage stations will be draped to the floor in white skirting.

MATERIALS AND DELIVERIES: Justin's Grill will receive materials for your reception Monday – Friday prior to the event date. Materials must be picked up after the reception, unless other arrangements are made with your Banquet Sales Manager. Please coordinate arrangements directly with your sales manager to insure proper handling. We are not responsible for anything left after your reception. All materials left at Justin's Grill for longer than five days following your reception become property of Justin's Grill and may be disposed of.

FLOWERS & DECORATIONS: Justin's Grill provides floral arrangements to accent our food display tables and create a lovely atmosphere for your wedding reception. The Sales Office is happy to assist you with ordering decorations, such as centerpieces, ice sculptures etc. All candle centerpieces must be in an enclosed encasement. Justin's Grill will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substance. We do not allow confetti. Please consult the Sales Office for assistance in displaying of all materials. All items supplied by the guest or a vendor must be removed from the banquet room at the conclusion of the reception. Justin's Grill cannot be responsible for damage or loss of any articles or merchandise left prior to or following your reception.

GUARANTEE POLICY: In order that we may better serve your guests, we ask for an estimated number of attendees one week prior to your event. You may offer guests a choice of two entrees, and a vegetarian choice; however, we must have an estimated number of each entrée one week prior to your event. An additional \$1.00 per person will be applied when offering a third entrée (not including a vegetarian option.) We require a final guaranteed number of attendances and choice of entrees seventy-two hours (3 business days) in advance. This number shall constitute a guarantee and you will be billed for this number or the actual attendance, whichever is higher.

FOOD / BEVERAGE: All food and beverage products must be supplied and prepared by Pascale Catering Co. We pride ourselves on customizing each menu to your individual taste, transforming the highest quality and freshest ingredients into delicious, highly presentable dishes, including our famous desserts. We take great care to bring you our full attention in food, wine, service and culinary presentation. You are welcome to provide traditional Italian cookies in order to enhance your event.

WEDDING CAKES: Pascale Bakehouse has been creating custom designed Wedding Cakes and specialty desserts to compliment every occasion for over 20 years. In the event you choose an alternate baker, Pascale Catering Co. will apply a \$1.50 per person service charge.

DEPOSITS & PAYMENT: In the event of a cancellation, all deposits paid are non-refundable. To reserve a date for your wedding reception on a definite basis, Justin's Grill requires a deposit of \$1,000.00. This deposit will be credited towards your final invoice. An additional \$1,000.00 deposit is due five months prior to the reception and will also be applied as credit toward your final invoice. Final payment is due in full 48 hours prior with a Certified Check or Money Order made out to Justin's Grill. Payments made with credit cards will be charged an additional 2% service fee. Please consult with our Sales Office for deposit information on all other events and payment options.

ADDITIONAL LABOR: All prices are based on a four-hour function. Events extending beyond four hours are subject to an additional fee of \$250.00 per hour.

PARKING: Ample free parking is available. We do not provide valet parking.

ADDITIONAL SERVICES: Justin's Grill offers additional services including: on premise ceremonies, champagne toast, wine service, alcoholic and non- alcoholic punch, champagne fountains and more. We would be happy to assist you in locating any additional items you may need to complete your special evening.