## **Event Terms & Conditions**

### **Our Facilities**

We can accommodate parties of 10 to 200. We have two separate private rooms than can be combined into one large room making our event space ideal for many different functions. We have many years of experience hosting B'nei Mitzvahs, Weddings & Wedding Rehearsals, Showers, Birthday Parties, Reunions, Sports Banquets, Business Meetings, Holiday Parties and more.

#### Menu

Cocktail party, food stations, family style or plated dinner. We offer a wide variety of packages and menu options that can be tailored to fit your needs. Check out our Private Party Menus on our website.

#### Guarantees

Expected guest attendance must be received by Bella Via no later than 3 business days prior to the function. This number will serve as the guest count guarantee and may not be reduced. The guest count can increase after this time and will be counted and added to the final bill. If no guarantee is provided 3 business days prior to the event, the estimated guest count listed on the banquet contract will serve as the guarantee. All increases in guest count the day of the event will be counted and applied to the final bill.

# **Deposits and Payments**

For all private events, a room fee is required at the time of the reservation and booking to secure the date and the space. A temporary hold of a date and room can only be accepted with the consent of management for the duration of 5 business days, if no deposit is given the room and date will be available for other bookings. The room fee is refundable up to 90 days after the time of booking. Room fees available upon request.

## **Cancellation Policy**

If an event is cancelled within 5 days prior to the scheduled function, 50% of the total amount of the scheduled event (based on the guarantee guest count) is applicable and must be received no later than the scheduled event. If an event is cancelled with estimated charges of \$3500.00 or more after the refund grace period, a fee of \$1000.00 is applicable.

## **Food & Beverage Minimums**

Private events may be subject to food and beverage minimums based on the required event space. Luncheon private events and weekend events are subject to food and beverage minimums, available upon request.

### **Incidentals**

Incidentals (such as audio visual equipment, floral, linens, favors, centerpieces, etc.) are welcome. Bella Via can rent and/or acquire all incidentals and set up or distribute items. If guests bring their own items, Bella Via is not responsible for housing of items and cannot be held responsible if said items are lost, stolen or broken.

### **Taxes & Service Charge**

The current sales tax will be applied to event costs of food and beverage, and a 22% service charge will be added to all charges.

#### **Rental Includes**

The use of our tables, chairs, equipment, linen (black or white) all set up & break down from start to finish. On site manager for the day of your event. Our Professional staff will be happy to help with the planning as well as provide any additional assistance needed on the day of an event.