



1110 Larsen Park Road. Sioux City, Iowa. 51103 712-224-2389  
bevsontheriver.com

## **BANQUET AND CATERING POLICIES**

We are delighted that you are considering having your event with us at Bev's on the River. We look forward to planning a very special day with you. After you have had a chance to review these guidelines and policies, we would be pleased to finalize your menu selections and event decisions with you.

### **A. EVENT POLICIES**

1. *Guarantee:* A final confirmation of the guaranteed number of guests is required 72 hours prior to your event. This guaranteed number will be considered final and you will be charged accordingly. Otherwise the number listed on your contract will be considered the final count. Attendance increases will be accommodated if possible, depending on time and the menu served. . Any changes to time, food, beverage, etc. made after this deadline will result in a 5% service charge addition to the event. We cannot guarantee any changes made after the final deadline.
2. *Event Minimums* are listed for food and beverage. And are outlined accordingly. If minimums are not met the listed requirement will be charged. Service charges and taxes will not count towards the minimum total.
3. Serving time for any buffet meal is one and one-half (1 ½) hours maximum.
4. No Smoking within the facility(Iowa Law)
5. Alcoholic Beverages as regulated by the Iowa Liquor Commission, all alcoholic beverages must be prepared and served by our employees. Our liquor license requires we check identification and only serve to individuals over the age of 21years. Bev's on the river reserves the right to refuse alcohol to anyone that cannot provide proper identification or who in our judgment is intoxicated.

## B. **PRE-PAYMENT POLICY**

1. *Deposit:* to reserve the room, a non refundable room rental charge plus tax, will be due.
2. Full payment of your event will be due at its conclusion. Checks and all major credit cards will be accepted.
3. All scheduled functions need a credit card to guarantee payment.

## C. **CANCELLATION POLICY**

1. If you cancel your event your deposit will not be refunded. We will try to select another available date for your event.
2. In the event of cancellation of this contract through no fault of Bev's on the River, there will be a cancellation charge assessed to all events as follows:
  - 31 to 60 days prior to scheduled event: 50% of the estimated event cost including food and beverage.
  - Less than 30 days prior to scheduled event: 100% of the estimated event cost including food and beverage.
3. All cancellations must be in writing and confirmed by the Banquet Department, Mon-Fri 8a.m.-5p.m.

## D. **GENERAL INFORMATION**

1. **SERVICE CHARGES:** A service charge of 18% and state tax of 7% will be applied to all food and beverage charges.
2. **MEETING SERVICES:** Please inform your event coordinator of any audio or visual requests. Appropriate charges will be added to your bill for any items ordered.
3. **ROOM DESIGN CHANGES:** If changes are requested once your meeting or event has been set up as specified on the event contract, a minimum \$50 labor charge will be posted to your account.
4. **FOOD & BEVERAGE:** It is the policy of Bev's on the River that all food and beverage must be purchased from our facility due to the State of Iowa liquor laws and the Iowa Board of Health. We are unable to allow groups or individuals to bring food and/or beverage into the banquet and meeting rooms. The only exceptions are Wedding Cakes and hand made Wedding Mints. We are unable to allow any non-consumed food and beverage items to be taken from the facility. If champagne or

wine has been requested to be brought in there will be a \$15 corking fee per bottle and it must be served by Bev's employees.

5. Bev's on the River will provide a "Wedding Party Head Table" with tablecloth under skirting. Bev's on the River will provide a "Wedding Gift Table", "Exhibit Table" and "Registration Table" with tablecloth and skirting at no additional charge. Stage/risers, etc. will be available for additional charges.
6. Bev's will try to accommodate the needs of your Band, DJ, or other entertainment. These services need to be set up a minimum of 2 hours prior to the scheduled event start time.

#### **E. TERMS AND CONDITIONS**

1. Bev's on the River reserves the right to modify or cancel it's obligations under this Agreement in the event that occurrences beyond control of Bev's on the River (public emergency, acts of God) reduce it's capacity to provide banquet facilities or catering services. Bev's on the River shall not bear liability to the function sponsor, any function participant or any third party modification or cancellation of this agreement resulting from such occurrences. Bev's on the River shall not be liable for any consequent damages for its breach of this agreement.
2. Function sponsors are responsible for the protection of walls, furnishings and carpeting in the banquet rooms. This includes function sponsors preparations, the continuations of activities during the event and the time until all of the function sponsors and their participants leave. Damages or loss will be billed to the function sponsor. No item may be attached to floors, walls, ceilings, etc., in the banquet rooms or lobby areas without the prior consent from Bev's on the River management.
3. Bev's on the River will accept pre-paid moderate-size shipments within 72 hours of a scheduled function. Large shipments must be handled through local moving and storage firms, to be delivered on the function date when the organization's representative is in house to accept the shipment.
4. Bev's on the River shall not bear any liability for the loss, theft or damage to any property belonging to the Function sponsor or function participant. Bev's on the River cannot assume responsibility for personal property and equipment brought into the facility
5. Banquet rooms may be reassigned to other groups based on your reservation. Advance notice of schedule changes are greatly appreciated, however, Bev's cannot

be responsible for last minute alterations or conflicts with another group. All functions will cease at 12:00 midnight.

6. A non-refundable room rental charge applies to all events. The room rental includes all setup, linens, head-table skirting, glassware, china, and silverware and room cleanup after the event. (See schedule)
7. Bartender charge is 50.00 per event, per bartender. One bartender is needed per 75 people.
8. Decorators are allowed to come in 2 hours before the event unless specified by Banquet Dept. **No Rice, confetti, birdseed, or glitter.** Bubbles and rose petals are allowed. Candles are allowed in a container. Any decorations/cake equipment left after function will be disposed of.
9. Cake cutting there will be a \$1.00 per person charge.

**All prices are subject to review 4 months prior to the event and food prices are subject to market change.**

---

GUEST SIGNATURE

---

BANQUET MANAGER