

# Susan's Kitchenette

## The Banquet Room #2 Rental & Catering Contract

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between

Tel # \_\_\_\_\_ (Customer) and The Banquet Room/Elmer & Fely Galang/or Representative:

Name of Guest: \_\_\_\_\_.

**WITNESSETH:** That in consideration of the mutual agreements to be kept and performed on the part of said parties hereto, respectively as herein stated:

**Susan's Kitchenette** agrees to reserve **The Banquet Room** on behalf of the Customer on

\_\_\_\_\_, 20\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Sash Color \_\_\_\_\_ Napkin Color \_\_\_\_\_

**Check one below:**

\_\_\_\_\_ Reservation is for banquet facility only. Customer agrees to pay The Banquet Room **\$495** for rental of the facility only, without guaranteed minimum food purchase. Karaoke & Dance floor provided for entertainment. Table and chair covers/sashes are available for rent. Tableware may be rented from The Banquet Room for a flat fee of **\$95**.

\_\_\_\_\_ Reservation is for banquet facility and catering services minimum food purchase for 50 people at **\$18.95** per person (plus applicable taxes) and **\$50** linen service fee for a buffet that includes choice of 5 dishes, 2 desserts, sodas, water, coffee, tea.

**Maximum Occupancy: 120 Guests**

Number of Guests: \_\_\_\_\_ Cost Estimate: \_\_\_\_\_ Down Payment: \_\_\_\_\_

**Menu**

**Five Dishes plus Rice**

**Two Desserts**

**Drinks: Soda, Water, Coffee & Tea**

Susan's Kitchenette, The Banquet Room #2  
1270 Diamond Springs Road #109 Virginia Beach, VA 23455  
(757) 460-4893; (757) 618-5837 (mobile or text message)

Miscellaneous Instructions: ABC License (alcoholic beverage) Required: Yes \_\_\_\_\_No \_\_\_\_\_

Customer agrees to pay The Banquet Room a guarantee deposit equal to or more than 20 percent of the total cost within 30 days of this agreement or no later than 60 days before the event date. Balance due on the date of the event.

Cancellation policy: Customer must notify The Banquet Room at least 14 days before the date of the event of any cancellation for any reason at which time, owners will attempt to rent the facility to other interested parties. The deposit will be retained by The Banquet Room if Customer fails to cancel within 14 days before the event date.

This agreement shall be enforced under the laws of the state of Virginia. This is the entire agreement.

Customer \_\_\_\_\_The Banquet Room Rep: \_\_\_\_\_

Date: \_\_\_\_\_Date: \_\_\_\_\_

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