

Banquet Policies

Prices

Prices on items within this document are based upon per person costs unless otherwise stated. Prices will be guaranteed three (3) months prior to the event. The Niagara Falls Culinary Institute (NFCI) reserves the right to substitute menu items due to market availability and will always make every effort to inform our clients of these substitutions.

Deposit and Contract

A non-refundable deposit equal to 25% of the estimated invoice, a signed contract, and the signed banquet policy sheet are required to guarantee the date of your event. The deposit will be credited to your final bill when paid.

Payment

Payment for the balance due is required three (3) business days prior to the event date, unless prior credit arrangements have been made. Payments may be made in the form of cash, certified check, personal check, Master Card, Amex, Visa and Discover.

Payments can be mailed to:

The College Association of NCCC
3111 Saunders Settlement Rd.
Sanborn, NY 14132

Sales tax and a 20% catering service fee are added to all event pricing. If your organization is tax exempt, please have the tax exempt certificate on file with us at time of deposit.

Guest Count:

The NFCI requires a minimum guest count ten (10) business days in advance of the function date. This number is used as the guaranteed amount for which you will be charged, even if fewer guests attend. If no notification is received, we will assume the guaranteed number to be that which was given when the function was originally planned. The final invoice will reflect the final guest count or the actual number of guests served during the event, whichever is higher.

Cancellations

If it is necessary to cancel at any time, the deposit is non-refundable. If the cancellation occurs less than 10 business days prior to the event all monies paid are non-refundable and you will be responsible for 100% of the final bill.

Menu Selections

Menu choice is required one month in advance of function. At that time, all menu selections shall be considered definite and not subject to change.

All food and beverages must be purchased from the NFCI and served by our staff. No other food and beverages may be brought in. All remaining food and beverages cannot be taken off the premises including meals for guaranteed guests that are unable to attend.

Alcoholic Beverages

The NFCI is licensed by the New York State Liquor Authority and is held responsible for complying with its regulations. Therefore, guests are not allowed to bring or remove alcoholic beverages from the function area. Anyone consuming alcoholic beverages must be 21 years of age or older. In compliance with regulations, The NFCI reserves the right to ask patrons for proper identification for alcoholic beverage service, and we reserve the right to refuse alcohol service to intoxicated or underage persons.

Conduct, Damage and Theft

The NFCI reserves the right to refuse service and/or remove individuals from the premises who may jeopardize their safety, the safety of others, or are destructive to the property. We shall not assume responsibility for lost, stolen or damaged articles, or any items left in any part of the facility. The NFCI reserves the right to inspect and control all private functions. Liability for excessive cleanup or damage to premises or equipment will be charged accordingly. Parties of 100 people or more with alcohol being served, or parties of 150 people without alcohol will be subject to fees for additional security personal.

Liabilities

Please be assured we will do everything possible in the event of unforeseen circumstances. In any event; however, the NFCI shall not be responsible for any failure to perform, which is attributed to federal, state, or municipal actions or regulations, fires, floods, hurricanes, tornadoes, blizzards, war, power outages, acts of God, or any other act that is out of control of the NFCI. If, in the event of one of the above occurrences, the patron wishes to reschedule the event, and upon removal of such interruption, services shall be resumed at the specified date, time, and agreed upon rate.

I (we) have read the attached policies and agree to be financially responsible for this event.

Client Signature

Date

Print Name

Title