

# **Banquet Room Guidelines**

**No confetti or glitter.**

**The banquet room is available with  
NO ROOM CHARGE, NO SET-UP FEE,  
NO CLEANING FEE.**

There is a minimum amount in sales required. (See chart below)

<u>Event Month</u>	<u>Monday-Wednesday</u>	<u>Thursday-Saturday</u>
Jan-May	\$500	\$800
Jun-Sept	\$600	\$1000
Oct-Dec	\$700	\$1200

This amount in sales can be achieved through purchases of wine, beer, non-alcoholic beverages, gift certificates, retail items, and our meat & cheese platters.

**These amounts do not include sales tax and gratuity.**

Outside food is welcome. If you use a caterer, please have them call us so we can make sure that all arrangements have been made. All beverages must be provided by us to meet state TABC regulations.

## **The following must be arranged in advance:**

- a) Date – a credit card will be needed to hold the room with a \$100.00 cancel fee anytime 14 days prior to the event. \$300 cancel fee within 14 days of event.
- b) Time - there is no time limit for the room usage (within store hours), however, we do need a start time and end time, for staffing purposes
- c) Room layout – please choose among the layouts available. If something special is required, please discuss it with us so we can arrange to accommodate
- d) Wine/Beer/Beverage Selection – please arrange at least one week in advance so that the appropriate stock can be ordered
- e) Any special requests

## **The following will be provided:**

- a) all glassware
- b) full access to set-up and clean-up within store hours
- c) 42” HD monitor for Powerpoint, Slideshows, and DVDs-Plus a separate sound system (please bring your own music CD’s)
- d) full access to all available seating at Vintropolis
- e) up to 3 chafing dishes (please bring your own burners)

## **Please note that the following is not provided:**

- a) paper goods
- b) utensils
- c) decorations (floating candles are available upon request)
- d) burners

**Please note the following restrictions:**

**NO Confetti**

**NO Glitter.**

**NO Kids**

Please remove all decorations  
(Including balloons)  
At the end of the evening.

There is no clean-up charge at the moment, please  
assist us in keeping it that way.