

SALVI'S

Salvi's Bistro & Special Events Policies

Thank you for your interest in our professional services. We will work with you to ensure your special event reflects your own taste and personal touches. Our goal is to relieve you of the many details that go along with hosting a successful event so that you and your guests can thoroughly...**Remember the Extraordinary!**

Guarantees on Number of Guests

Add-on items, food, and beverage charges based on guest count will be determined by the Client's final guest count guarantee. **Final guest count and menu selections are due at least 7 days prior to the date of your event.** Salvi's would prefer to receive your final guest count as soon as possible. If the final guest count falls below 75% of the proposed guest count, you may be charged accordingly in the form of a price increase per guest, a percentage charge of the proposed guest count and/or the loss of your room deposit depending on size and specifications of your particular event. We will make every effort to accommodate any last minute increases in the guest count. Please note, menu items and prices are subject to change.

Private Bar Service

If your event will need alcohol beverage service, we recommend a private bar. You and your guests will enjoy a stocked bar with personal service with a \$25 set-up fee. Please note, under Ohio law, alcohol cannot be consumed on our premises unless it was purchased under our Ohio Liquor License and open alcohol containers may not leave our premises. Additionally, no one under the age of twenty-one is permitted to purchase, possess or consume alcoholic beverages.

Start Time - End Time

Your 3 hour maximum event time in our private facility includes staffing from the start time through the end time of your event as specified in your contract. Overtime is billed at the rate of \$15.00 per hour unless otherwise approved. No overtime will be incurred if the event ends on schedule.

Decorations

If you need to add personal décor for your event, you may arrive one-half hour prior to your event, unless otherwise specified. All personal décor must be approved by the Special Events Coordinator prior to your event. Please note, we contract specific times for your event and there may be another special event scheduled before or after your event.

Add On Items

Bar Set Up Fee \$25

Celebration Cakes

We provide a variety of delicious desserts, however if you wish to bring your own cake, a \$25 cutting fee will be assessed.

Rentals

Specialty Linens

Tent

Dance floor

Sound Equipment

Decorations

Table Centerpieces

Floral Arrangements

Billing

All guest charges will be placed on one bill, including sales tax and 18% gratuity.

Deposit & Cancellation Policy

A deposit of up to \$300 (based on the amount of space needed for your event) is required at the contract signing to reserve your preferred date. This deposit may or may not be refundable depending on the preferred date, time, size and specifications of your event. The Special Events Coordinator will inform you of the details for your particular event

Deposit refunds on cancellations are handled as follows –

- Notice over 30 days prior to event: Full refund of deposit
- Notice 10 to 29 days prior to event: 50% refund of deposit
- Notice less than 10 days prior to event: No refund of deposit

Final Payment

The final invoice amount is due upon receipt at the completion of your event.

Thank You

To truly enjoy your experience with us, we ask that our guests act in a socially acceptable manner in regards to noise levels and the supervision of minors.

The Client is responsible for any damages to the facility during the contracted event.

Salvi's Special Event Contract

Function _____ Day _____ Date _____

Type of Event _____

Estimated Guest Count _____ *Final Guest Count _____ (required at least 7 days prior to event)

*Date required for final guest count and final menu selections: Mo _____ Day _____ Date _____ Year _____

*Failure to finalize the above as agreed may result in the cancellation of your event at Salvi's and forfeiture of all deposits.

Salvi's Bistro & Special Events Hours of Business

Monday - Thursday 11 am - 10 pm Friday & Saturday 11 am - 11 pm

Sunday Brunch Buffet 10 am - 3 pm Sunday Dinner 3 pm - 9 pm

Event Start Time _____ Event End Time _____

Client Name _____ Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ Work Phone _____

Fax _____ Email _____

Upon review and acceptance of our special event policies, please sign below and return this contract with your applicable refundable deposit made payable to: Salvi's Bistro.

Special Event Coordinator Date

Client Date

Amount of Deposit \$ _____ Applicable Room Charge \$ _____

____ Cashier's Check

____ Credit Card: (please circle) Amex Visa MasterCard Discover

Account: _____ Expiration Date: _____ 3 digit code _____

Final Payment ____ Credit Card ____ Corporate Check ____ Cash

Thank You for Choosing Salvi's Bistro & Special Events

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