

TERMS & CONDITIONS

PRICING:

- ◆ The Family Style Dinner, Buffet, Individual, Appetizers and Sandwiches are all priced per person according to selections.
- ◆ All Food & Beverage is subject to 20% service charge and 8% RI State Tax which will be added to the final bill.
- ◆ If a bartender is requested for a private function, a \$150.00 fee will be added to the bill.

PAYMENT METHODS:

- ◆ We accept Cash & Certified Bank Checks
- ◆ VISA , MasterCard, Discover and American Express Are accepted with a 4% service charge.
- ◆ NO PERSONAL CHECKS ACCEPTED on day of function.

DEPOSIT & FINAL PAYMENT:

- ◆ A **deposit** is required at the time of your reservation in order to reserve your function date.
 - Regular Functions \$400.00 deposit
 - Weddings \$500.00 deposit (*An additional deposit will be required 90 days prior to wedding functions.*)
- ◆ All deposits are non-refundable up to 90 days prior to the event.
- ◆ All events must be **paid in full one week prior to the function** date.

MENU SELECTION:

- ◆ Final food and beverage menu selections and room set-up details must be submitted to the Madeira Restaurant **one week** prior to the event date.

VENUE SPACE:

- ◆ Function rooms/space are assigned according to the nature of the particular event and the anticipated attendance.
- ◆ If there are alterations to the concept of the function, or fluctuations in the number of guests, Madeira Restaurant reserves the right to change the designated function room/space.
- ◆ White table linens are provided for you and a napkin from the selection of colors we have available. Specialty linens are also available at an additional cost.
- ◆ Regular function are booked in 4 hour time blocks. Wedding receptions are booked in 5 hour time blocks. Additional time requests will incur an hourly room fee of \$300.00 per hour.
- ◆ Room setup & decorations are allowed 1 hour prior to function time. Any additional time needed for decorator will be \$200.00 room fee per hour.
- ◆ Room decorations (i.e. centerpiece assembly, table decorations, cake assembly, etc) are not the Responsibility of the Madeira Restaurant staff.
- ◆ Confetti decorations are not allowed.
- ◆ Smoke machines, electric sparklers or fireworks of any kind are not allowed.
- ◆ Room cleaning fee of \$200.00 will be added to the bill should room be left in disorder.
- ◆ Rhode Island law prohibits any liquor be brought on to the premises for distribution such as favors and gifts
- ◆ Madeira Restaurant is not responsible for any lost items.

GUEST COUNT:

- ◆ A guaranteed number of guests attending will be due **one week** prior to your function.
- ◆ This number must not be lower than 10% of the original number of guests for which the function was initially reserved.
- ◆ In the event that the final guaranteed count is not met on the day of your function, full payment will still be required based on the guaranteed number of stated people.
- ◆ If an unexpected number of guests over the guaranteed number should attend, the actual number of guests served will be charged.

Customer Signature: _____ Date: _____