

Stables Steakhouse Banquet and Catering Agreement



Banquet and Meeting Rooms

- We have two private banquet areas that can be assigned which best accommodates your group, according to your choice and our capacity per table/area. All requests for specific areas will be considered and granted if practical and possible.
- Our Grand Banquet Hall holds 125 guests and our Loft holds 20 guests including A.V.
- There is a \$200 charge to reserve one of our banquet rooms.

Banquet Room Policies

- **All functions will conclude at 11 p.m.** unless prior arrangements have been made.
- Parties may decorate as they wish, although we ask that you do not remove any of Stables regular décor from the walls or shelves.
- Banquet rooms will be available for decorating at 2 p.m. the day of the function (or earlier if prior arrangements are made).
- We provide our candle lamps at no extra charge. If you wish to provide your own candle ware, please be advised that wax candles are only permitted if they are completely contained to protect table clothes and reduce risk for fire hazard.
- We ask that our clients assist in monitoring guest's actions, including damages or theft.
- We reserve the right to suspend or cease a function should there be violations of the banquet policies, especially the alcohol policy.
- We ask that our guests do not use confetti or glitter in their decorations.

Catering Policies

- Catered events must have a signed contract and credit card on file to reserve a date.
- Location and guest count must be received 48 hours prior to the event.

Cancellation Policy

- Stables Steakhouse reserves the right to charge a party 50% of food cost if not notified one week prior to the event.
- Banquet deposits are **nonrefundable**.

Pricing

- A 20% service charge and 8% food and beverage tax will be added to all food and beverage banquet/catering functions.
- Groups requesting tax exemption must submit their tax number and an official letter of exemption 2 weeks prior to the function.

- Stables Steakhouse uses black tablecloths with red napkins as the standard. We also have white table clothes available upon request. For special orders of linen, there will be a fee of \$3/tablecloth and \$0.25/napkin. Guests may bring their own linens if they wish.

Menu Selections

- Menus must be submitted **two weeks** in advance. If submitted later, every effort will be made to serve the food at the requested or most appropriate time of the function; however, we cannot guarantee the quality of the food if the party delays to the prior agreed upon serving time.
- For small parties, we offer limited menus and off menu options for our guests. **Parties of 25 or more are buffet style only.**

Guarantees

- **The guaranteed number of guests must be received 48 hours prior to the banquet function.** This is the number of guests you will be charged for. If more than the quoted guests arrive, you will be charged for those guests additionally.
- Should a final headcount not be received within the 48 hours, we will charge for the number of guests quoted in the initial booking.
- Our kitchen will be prepared to serve only 10% over the final headcount. **Our buffets are not unlimited.**
- Section 139 Indiana Health Code Laws states: “(B) cooked and served, served if ready-to-eat, or discarded, within four (4) hours from the point in time.” Due to these laws, we are unable to box up any food from the buffet line with no exceptions.

Alcohol Policy

- All guests are required to show photo I.D. in order to purchase alcoholic beverages.
- Our staff have the right to refuse alcohol service to anyone.
- All alcohol consumed on premises must be purchased from Stables Steakhouse. We do not allow outside alcohol.
- Alcohol may not leave the premise.
- During a function, our staff will be maintaining control of all alcoholic beverages and will only dispense one alcoholic beverage at a time per customer.

Music

- Background music is available in all meeting rooms and can have volume adjusted.
- Guests may arrange for musicians or a D.J.
 - Volume of music must be kept at “dinner music” level until 10 p.m. (All contracted D.J.’s must be made aware of this prior to the event.)

- The level of music for a function in the banquet room is not to disturb our guests dining downstairs at any time. We will not tolerate insubordination of the aforementioned rules and time; it's a request for courtesy and requirement within the policy of the restaurant.
- If you are notified about a noise disturbance more than twice before the set time, we will ask that you please turn your music off until after 10 p.m.
- If warned again, we will cease the function and this will result in expulsion from the restaurant with **no refunds.** We take the needs of our guests seriously and we want all parties to enjoy the time in the restaurant respectfully.

Audio Visual Equipment

- Audio visual equipment may be rented and is tax exempted.
- The following is a partial list of available equipment:
 - Microphone/PA system -\$25
 - Screen -\$50
 - Dance Floor -\$75
 - LCD Projector- \$75
 - Podium -\$15
 - Cake Cutting Fee-\$20

SPECIFIC DATE REQUESTED _____

MENU SELECTED _____

SPECIFIC ROOM REQUESTED _____

I AGREE TO ALL OF THE ABOVE STATED GUIDELINES

CUSTOMER SIGNATURE _____

DATE _____

BANQUET SALES REPRESENTATIVE _____

DATE _____

ADDITIONAL COMMENTS OR INSTRUCTIONS