

# RIVERFRONT PIZZERIA BAR & GRILL

## EVENT GUIDELINES AND POLICIES

### Event Reservations:

- \*Riverfront will place a "tentative hold" on a date for two weeks only.
- \*Riverfront requires a valid credit card number to hold your reservation. This must be received within fourteen days of the initial contact to confirm your reservation. A preliminary attendance figure must also be received at this time.
- \*A complete and signed copy of the event contract must be received at least fourteen days prior to the event.**
- \*If the credit card number has not been received and the contract has not been signed by the end of the given time period, the reservation is released and the date is made available to other guests.
- \*Riverfront's private room holds up to 25 for seating. The available seating may be lower depending on the table configuration requested by the host.
- \*A minimum of 15 guests is required to book the private room. If your reservation falls below this number we reserve the right to move your event to the main dining room for seating, in order to accommodate larger groups in the private room.
- \*A \$75.00 rental fee for parties on Fridays & Saturdays in the private room will be applied to the card at time of booking. **This fee is not refundable except in the event of a cancellation made more than one (1) week in advance. This fee is not credited toward your final bill.\*\***
- \*Riverfront will book an event larger than 30, but not more than 50 in the main dining room.
- \*A \$150.00 rental fee for parties on Fridays & Saturdays in the main dining room will be applied to the card at the time of booking. **This fee is not refundable except in the event of a cancellation made more than one (1) week in advance. This fee is not credited toward your final bill.\*\***
- \*\*All parties booking with Riverfront Pizzeria the weekend of May <sup>16-18 2014</sup> ~~17-19, 2013~~ will be assessed a \$150.00 rental fee regardless of the area (private room or main dining floor). This fee is non-refundable except in the event of cancellation made more than one (1) week in advance. This fee is not credited toward your bill.**

### Beverage Service:

- \*Both cash bar and host bar is available. Cash bar allows guests to get their own beverages at their expense and host bar provides beverages at the expense of the host. Combinations of these services are available. Riverfront can also accommodate drink tickets (provided by host) if this suits your event.
- \*Riverfront requires proper identification (photo ID) of any person of questionable age for alcoholic beverages. We will refuse service if the person is either underage (even if a legal guardian is present) or cannot provide proper identification.
- \*It is the right of Riverfront to refuse beverage service to anyone who appears to be intoxicated.

### Menu Reservations & Guarantees:

- \*All food orders must be made off the menu.
- \*Menu selections must be made no less than **seven** days prior to your event.
- \*When hosting a meal function, Riverfront must have a firm guarantee of the number of guests no later than seven days prior to your event.
- \*All groups larger than 20 guests will have a buffet type set-up. **NO EXCEPTIONS!**
- \*The host is responsible for paying for any food ordered that is not needed.
- \*Menu prices are subject to change without notice.

### Service Charges & Applicable Taxes:

- \*Menu prices do not include sales tax or gratuity. Menu prices subject to change without notice.
- \*All food and beverage is subject to a service charge of 20% and will be applied to the final bill.
- \*State & local sales tax of 6.1% will be added to the total bill.
- \*Tax exempt groups must notify management with the tax exempt number prior to their event.