

DIAMOND KAY'S DANCE HALL

BANQUET PRICING GUIDE 2019

Food and beverage not included in room rental.

DANCE HALL RENTAL INCLUDES:

- Private use of Dance Hall facilities
- Custom Floor Plan Design
- Complete Dance Hall Set-Up / Take Down
- Audio System with Microphones
- Facility Clean-up

We can accommodate up to 100 people with tables/chairs – Anything above this, pricing will be quoted.
White Tablecloths - \$10 each

MEETING RENTAL 2-hour minimum / 3-hour maximum

- Monday - Thursday 7:00 am – 5:00 pm \$75.00 per hour / 5:00 pm – 10:00 pm \$125.00 per hour
- Friday – Sunday 7:00 am – 5:00 pm \$100.00 per hour / 5:00 pm – 10:00 pm \$150.00 per hour
- Additional hours see party rental pricing

PARTY RENTAL 4-hour time Slot

- Monday – Thursday 7:00 am – 5:00 pm \$275.00
- Friday – Sunday 7:00 am – 5:00 pm \$375.00
- Friday – Sunday 5:00 pm – 11:00 pm \$475.00
- Additional hours at \$100.00 per hour
- ALL DAY FEE Monday – Friday between 7:00am – 5:00pm (8-hour day) \$450.00

HOLIDAY RATES: The Dance Hall will be unavailable for rental on Thanksgiving and Christmas. Easter, Memorial Day, Independence Day, Labor Day, Veterans Day and New Year's Eve may be rented at the following rates:

- \$450.00 (3-hour time limit)
- Additional hours at \$125.00 per hour

RENTAL DEPOSIT– 50% to be paid at time of booking; remaining 50% 10 days prior to event.

DANCE HALL POLICIES:

- Do not use tape, thumbtacks or nails on any surface
- Do not use glitter, confetti, bubbles or birdseed inside
- Any damage to the facilities will be the responsibility of the person(s) signing the reservation agreement
- Delivery of decorations must be arranged prior to the event and removed at the end of the event
- Westwood Recreation, Inc. assumes no responsibility for items left behind
- No individual cancellations permitted inside 10 days of your scheduled event

CANCELLATIONS: Must be in writing and signed by person(s) signing the reservation agreement.

- 50% of deposit is refundable upon reservation of date by another party
- Deposit is nonrefundable if facility is not reserved by another party

FOOD AND BEVERAGE SERVICES:

Westwood Recreation, Inc. requires that the Westwood Saloon provides all food and beverage services Monday - Friday 8:00am – 5:00pm.

BEVERAGE FEES: Coffee, Iced Tea, Soft Drink, and Bottled Water

- Morning or Afternoon Break Fee - \$2.99 per person
- All Day Beverage Fee - \$5.99 per person

SERVER(S) FEE: \$15 per hour (one server per 25 guests, 2-hour minimum)

All meals served by Westwood Saloon will be charged 18% gratuity.

NOTE: The menu selections will be provided on a limited menu list. Guest numbers, menu selections and schedule of events must be confirmed no later than 15 days prior to the event. Final guest numbers must be confirmed within 10 days of the event and no individual cancellations are permitted. Additional guests may be added up to 72 hours prior to the event start time at pre-determined rates.

BAR SERVICES:

Bar services will be provided by Westwood Saloon. There will be no carry-in of alcoholic beverages.

BAR SERVICE WILL CLOSE 30 MINUTES BEFORE THE END OF THE EVENT. Insurance options will be provided.

LICENSED BARTENDER(S) FEE: Bartender \$25.00 per hour (1 bartender per 75 guests, 3-hour minimum)

BAR Set-Up FEE: \$100 per bar - See special pricing for drink choices and prices

DEPOSIT FOR FOOD AND BEVERAGE – 25% of Food and Beverage plan is to be paid at time of booking. Menu and Beverage Plan must be finalized 60 days prior to event with 25% paid at that time. Remaining 50% is to be paid 10 days prior to the event.

NOTE: Fees do NOT include tips.

FINAL PAYMENT: Full payment is due 10 days prior to the event. Cash, check or credit cards (VISA, MasterCard, Discover, American Express) are accepted. A 3% convenience fee will be added to all credit card payments and a \$50.00 charge for any returned check.

_____ I understand due to FDA standards for food requiring time and temperature control for safety, I am unable to remove any remaining food provided by Westwood Recreation, Inc. from my event.

Today's Date: _____ Event: _____ Date of Event: _____

Responsible Party: _____ WW Rep: _____