



# DIAMOND KAY'S DANCE HALL

## BANQUET PRICING GUIDE

Food and beverage not included in room rental.

### DANCE HALL RENTAL INCLUDES:

- Private use of Dance Hall facility
- Custom Floor Plan Design
- Complete Dance Hall Set-Up / Take Down
- Facility Clean-up

### ADDITIONAL OPTIONS:

- Sound System (2 speakers, mixer, mics/stand) \$30
- Up-Lighting \$50
- Projector & 120" screen \$50

We can accommodate up to 100 people with tables/chairs. They are on a first come, first serve basis as they also service the Westwood Corral – Anything above this, pricing will be quoted or guest provides.

White Tablecloths - \$10 each

### SPACE RENTAL RATES 2-hour minimum

- Monday – Thursday during business hours: \$75 an hour / \$500 all-day (Up to 8-hours)
- Friday – Sunday during business hours: \$100 an hour
- Other hours can be quoted
- Additional indoor and outdoor space available for rent

**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:

- \$475.00 (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 hang anything on the walls. This can damage the paint.
- Do not use glitter, confetti, bubbles or birdseed inside
- Any damage to the facilities will be the responsibility of the person(s) signing the agreement
- Delivery of decorations must be pre-arranged and set-up prior to the event and will need to be determined by availability of the room 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.

- Up to 2 months before date of event – Deposit is refunded
- 2 months or less before date of event – 50% of deposit is refunded (no exceptions)



**FOOD AND BEVERAGE SERVICES:**

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

**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 1 month before event. Menu and Beverage Plan must be finalized 10 days prior to event with 75% paid at that time.

**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.

(Initial)\_\_\_\_\_ 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: \_\_\_\_\_