

# PRIVATE DINING AND SPECIAL EVENTS TERMS & CONDITIONS

## Cancellation Policy

Cancellations less than fifteen (15) days prior to an event incur full charges for the function.

## Payment with Gift Cards

Client may use a maximum of (10) gift cards not to exceed a total of \$500 as a form of payment for your event.

## Food, Beverage Guarantee & Minimums

The headcount will be considered the final guarantee and is not subject to reduction. All food, beverage, wine and hosted alcohol costs will apply toward the minimum and are subject to Placer County, California sales tax and service charge of 20%. Room minimums apply per room, per event time frame. Additional time past allotted event time will incur additional charges. If the event exceeds the contract end time, a fee of \$250 per half hour will apply on top of the minimum. **If you do not meet your minimum with food and beverage at the conclusion of event, the balance will be billed as a room rental fee. You may not purchase wine or food to take home in order to meet your minimum. No food, with the exception of dessert may be brought in from outside the restaurant (\$2 dessert service charge will apply).** *Due to unforeseen circumstances (such as minimum wage increases and unknown food price increases), the final price for any event is subject to change. Once prices are known, we will either reconfirm the pricing under the contract, or advise of the new pricing, at which time Client shall have ten (10) days to either accept the new pricing, or La Provence will refund the deposit and cancel the reservation. If there is lack of response, such response will be presumed to be approval.*

## Corkage

All wine brought in from outside providers will incur \$20 corkage fee per 750 ml. bottle. All wines must be brought in one day prior to the event to be properly stored in our temperature controlled room. All wines brought in will be charged upon receipt; if there is any left, you will be given a refund. No spirits or beer allowed.

## No Alcohol Allowed in the Front Parking Lot or Small Patio Outside of the Main Entrance and Deli

We do not allow you or your guests to take alcohol from the restaurant or terrace to the front parking lot and small patio outside of the main entry doors and deli, as this is against the law.

## Decorations

No items may be attached to ceilings, walls or floors. No bubbles, glitter, rice, birdseed or confetti to be thrown, used, or dispersed. Candles may be used, but the flame must be completely enclosed in glass. DJ smoke is not allowed. Petals must be real, no synthetic. Please ask the Event Coordinator for any special requests.

## Entertainment & Outside Vendor Policy

All entertainment must be approved in advance in the **contract**. Entertainment includes, but is not limited to, live and recorded music, and games. Your entertainment and guests may not disturb La Provence's other guests who may be present and must end at 10:00 p.m. La Provence reserves the right to require proof of insurance from outside vendors.

## Smoking

La Provence is a non-smoking venue. Smoking is permitted outside in the parking lot.

## Floorplans

Any custom floor plans outside the typical room set-up choices will be an extra charge. Please ask Event Coordinator for pricing.

## Seating Arrangements

Guest must provide how many people per table based on the layout chosen and what meal selections per table at least 7 days prior to their event.

## La Provence Event Coordinator Responsibilities

The on-site event coordinator is responsible for booking contacts, payments, menu selections, timeline, etc., but does not serve in the role of personal event coordinator for any event. We recommend that all weddings hire a professional wedding coordinator to assist with your ceremony and reception set-up. Please refer to our preferred vendors list.

## Liability

La Provence Restaurant & Terrace is not responsible for any personal injury occurring on or near the premises. The client is responsible for the actions and the behavior of guests; for any loss or damage to property belonging to La Provence; or loss of personal items belonging to client or guests.

## Responsibility for Your Guests

If your guests become unruly, they will be asked to leave.