

LOUVINO DOUGLASS HILLS PRIVATE DINING CONTRACT 2023

DEPOSIT PAYMENT | A deposit is required at the time of booking. Until the deposit is paid, the room is open for booking. The deposit is the only payment required at time of booking. Your final balance will be paid on the night of your event. Your deposit will be removed from your total balance due on the day of your event.

FOOD AND BEVERAGE MINIMUMS & POLICIES | Food and beverage minimums are required. Any food and beverage spend below the minimum on the day of your event will be subject to a 'room fee' on your tab charged as an 'unmet minimum' to make up the difference between the actual spend and the minimum required. Host can choose to purchase Wine Bottles to take home to reach the food and beverage minimum. Host cannot purchase gift cards to reach the required minimum.

FOOD AND BEVERAGE MENUS | We require your menu selections and all requested function requirements be finalized 10 business days prior to the date of your event. It is the policy that no alcoholic beverages are brought into the Restaurant for a private function. We reserve the right to request proof of legal drinking age when necessary.

GUARANTEED HEADCOUNT DUE DATE | A guaranteed guest count is required for all meal functions 7 days prior to your event. This number will be considered the minimum guest number billed. Final billing will be based on your guaranteed number or the actual number in attendance, whichever is higher.

TV ACCESS | MICROPHONE | Our 72" TV installed on the wall is available at no charge to host of event. TV works best with HDMI hook up, we also have a MAC adapter. Host must supply their own computer for their presentation. Microphone available although rarely needed for the space!

MUSIC | The space will play the LouVino music set for the restaurant. Music volume controls are located inside your private space. You can turn off the LouVino music and supply your own speaker in the space at an acceptable volume level.

FREE AMPLE PARKING | From limos to buses, we have plenty of space for all of your guests!

OUTSIDE DESSERT - SELF SERVICE V. FULL SERVICE | All outside desserts = \$15 Fee. An additional \$1 per person for LouVino Staff to cut and serve a cake.

BUFFET ITEMS TO-GO | Due to food safety concerns we discourage leftovers being taken from the hot held items on the buffet. LouVino does not assume liability for any food-borne illness related to banquet food consumed off site.

DECORATIONS + ACCESS TO THE ROOM | Weekend Brunch Access 10am, Weekday Lunch Access 11am, Dinner Access 4:30pm. In order to uphold our restaurant, glitter and confetti are not permitted. In the case that the party leaves behind glitter on chairs or confetti on the floors, the on-site General Manager has the right to withhold \$100 of the deposit as a cleanup fee. Host is required to remove all decor items from the space upon departure.

PAYMENT/BILLING/ADDITIONAL FEE | Payment is due immediately upon completion of the event. An itemized check will be presented at the completion of your event. All charges will be based upon the guaranteed or actual attendance, whichever is greater. Acceptable forms of payment include cash, credit card or check. All final payments include 6% Kentucky Sales Tax, private event 4% service fee, and 20% server gratuity. All gratuities are based upon the actual spend or the minimum room charge, whichever is higher.

CANCELLATION POLICY

For full refund of your deposit, cancellation must be made 14 full days prior to your reservation's start time.

-If a dinner cancels less than 14 full days in advance, the deposit is not refunded.

-If a dinner cancels less than 7 full days in advance, 50% of the required minimum or 50% of the estimated bill on the signed LouVino Contract (whichever is greater).

-If a dinner cancels less than 72 hours in advance, the guest forfeits the entire remaining balance of the estimated bill on the the signed LouVino Private Dining Contract.

LIABILITY | The Restaurant reserves the right to inspect and control all private functions. The guest agrees to be responsible for any damage to the Restaurant, including but not limited to A/V equipment, furniture, and decorations. The Restaurant shall not be responsible for damage or loss of any merchandise or articles brought into the Restaurant, or for any items left unattended.

DEFAULT | The failure and/or refusal by you to make payment as specified in the Agreement, at the option of the Restaurant, shall constitute cancellation of the event by you. The Restaurant shall retain all deposits and advance payments.

By Approving of this Event Proposal, you acknowledge that you have read and agree to all of the terms and conditions listed in the Event Summary and Event Policies.