LouVino Douglass Hills Private Event Contract 2023

CONTRACT OVERVIEW - LOUVINO DOUGLASS HILLS 11400 Main Street LOU KY 40243

CONTRACT GUARANTEED HEADCOUNT
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 | MUSIC IN SPACE
Our 72" TV is 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.
We do have a microphone available for the space, the room is small enough that it is rare it is needed.
The space has it's own music controls. You can turn off the music form the restaurant and supply your own speaker in the space at an acceptable volume level.
FREE AMPLE PARKING in our lot! From limos to buses, we can handle it. Your bus can also park and wait for any event.
DEPOSITS
A deposit is required at the time of booking. Until the deposit is paid, the room can and shall be booked for other parties paying their deposit. The deposit is removed from your grand total on the night of your event.
FOOD AND BEVERAGE MINIMUMS and 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 request that your menu selection and all function requirements be finalized 10 business days prior to the date of your function. It is the policy that no alcoholic beverages may be brought into the Restaurant for a private function. We reserve the right to request proof of legal drinking age when necessary.
OUTSIDE DESSERT SELF SERVICE V. FULL SERVICE
All outside desserts = $15 Fee. An additional $1 per person for LouVino Staff to cut and serve the 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 Manager has the right to withhold $100 of the deposit for a cleanup fee. Host is required to remove all decor items form the space upon departure. If the host for some reason wants to leave behind flowers to be used in the restaurant, please get approved by the manager on duty.
PAYMENT/BILLING/ADDITIONAL FEES
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 a 4% service fee, 20% gratuity, and 6% KY Sales Tax. Prices do not include sales tax, gratuities or minimum food requirements. All gratuities are based upon the actual charge 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, the guest forfeits the required food and beverage 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