



Standard Terms and Conditions

The Client hires Gillam Hospitality Group llc, dba South Station Restaurant. Gillam Hospitality Group llc/South Station Restaurant known as (GHGSSR) below, agrees to furnish the services set forth in accordance with the terms hereof.

1. All details of the food and beverages to be served and/or other services and items are set forth on the attached paperwork which is made a part hereof.
2. The prices quoted on this contract are the published prices in affect as of the date of this contract. These prices may be adjusted from time to time to reflect increases in cost. The prices quoted on the estimator sheet/contract will be guaranteed 30 days prior to the function, excluding seafood items which will be guaranteed 7 days prior to function.
3. A non-refundable deposit will secure the date of function which allows your name to be put on the scheduling calendar. (see deposit page)
4. GHGSSR is licensed to serve food and beverages. No food or beverages, with the exception of cakes, may be brought into GHGSSR for service at this function. Please speak with your function coordinator if you have any questions. For cakes brought in, there will be a fee charged for cake cutting and the appropriate china needed. Fee is .50 per person.
5. All food and beverage charges are subject to an 18% service charge, 9% state sales/use tax and 10% Vermont Liquor Tax.
6. All federal, state, city, and municipal taxes applicable to this function in addition to the prices herein agreed upon shall be paid for separately by the Client.
7. Client agrees to begin function at the scheduled time and agrees to vacate the designated function space based on agreed end time of function. The Client further agrees to reimburse GHGSSR for any overtime contracted hours or other expenses incurred. (see 8.)
8. Functions (weddings) are normally scheduled to run for 5 hours. An additional charge of \$50.00 will be assessed for each 15 minute interval the event exceeds the allotted 5 hours.
9. Functions that include a type of service is performed on location in the reception room (wedding ceremony) event scheduled is 6 hours. An additional charge of \$50.00 will be assessed for each 15 minute interval the event exceeds the allotted 6 hours.
10. No alcoholic beverages of any kind will be permitted to be brought into licensed area of GHGSSR by clients' guests or invitees from outside the licensed area as stated on liquor license/permit granted to GHGSSR by the State of Vermont and the town of function.
11. Client will pay the liquor permit fee for any town or city that charges a liquor permit fee. If off premise liquor permit is in a town where it needs further protection such as police security, fences, extra bartenders, or bouncers to make event controllable, it will be at the cost of the Client.

12. Per Vermont State Liquor Law, GHGSSR reserves the right to slow down or discontinue alcohol service if it is deemed necessary.
13. No one under 21 years of age will be served by GHGSSR employees and/or guests or GHGSSR will close the bar due to State of Vt. Regulations.
14. Client agrees not to enter into any contracts for music or other forms of entertainment, or other service or accommodations in connection with this function, without prior consent of GHGSSR.
15. Client will conduct its function in an orderly manner and in full compliance with the policy of GHGSSR and all applicable laws, ordinances, and regulations of the function facilities.
16. Client assumes responsibility for any and all damages to GHGSSR caused by client and its guests, invitees, or other persons attending the function in the rooms reserved or rented.
17. Client is responsible to inform all members of its group of the applicable policies contained in this contract. The GHGSSR accepts no liability for failure to inform said individuals of such policies.
18. Client agrees to indemnify and hold harmless GHGSSR from any and all claim damages and causes of action including property damage or personal injury that maybe brought against GHGSSR arising from or out of this contract or accountable of the acts omission caused by Client or its agents, successors, invitees, or guests.
19. If GHGSSR has to place this contract in the hands of an attorney for collection, Client agrees to pay all costs of collection including an attorney's fee and costs of court. Delinquent charges of this contract will be charged interest at the rate of 18% per annum or 1.5% per month from the due date of contract.
20. This agreement is contingent upon the ability of GHGSSR to perform the same and is subject to strikes, labor disputes, accidents, or other causes beyond its control; and in any such event, GHGSSR shall not be liable beyond the advance payments or deposits paid. If the room reserved cannot be made available to the client, GHGSSR reserves the right to substitute similar or comparable accommodations for the function which substitution shall be deemed by the Client as full performance under this Contract.
21. In the event that this contract is signed in the name of a corporation, partnership, association, Club or Society, the person signing represents to GHGSSR that he/she has full authority to sign such contract, and that in the event that he/she is not so authorized, he/she will be personally liable for payment of this contract.
22. All changes to this contract must be in writing and must be signed by both parties hereto.

Billing and Deposit Information

Function type:

Function Room:

Food and Beverage Method of payment: All banquet function events are to be charged to the final bill.

Upon final decision, a contract will be mailed to you for your signature of approval and an initial **NON** refundable deposit of \$ _____ .00 is to be made. This deposit will be applied to your final estimate. A second deposit is required **30** days prior to the event. This deposit is computed on the guaranteed number of guests and the estimated bar costs on the estimator sheet, less your initial deposit. The amount of the second deposit will be ½ (half) of the remaining balance based on the guaranteed amount from the estimator sheet. Final menu selection required **15-30** days prior. Guaranteed head count required **7** days prior.

At the close of function, a final bill will be computed and any remaining balance will be due and paid on the day of the function. Final billing will be based on the actual number of guests **OR** the guaranteed number, whichever is **GREATER** and any incidental charges that may have occurred since the original or subsequent signings of the contract. We will prepare for 5% above the minimum guaranteed amount.

Cancellations: Cancellations occurring after the initial signing of the contract will result in a forfeiture of the initial deposit. All deposits received are **NON** refundable because the date of functions most usually cannot be rebooked.

Room and function deposit amounts are as follows:

Library ½ day:	\$ 50.00
Library full day:	\$ 100.00
Victorian ½ day:	\$ 60.00
Victorian full day:	\$120.00
Garden Room ½ day:	\$ 75.00
Garden Room full day:	\$150.00
Prom w/food:	\$300.00
Prom w/o food:	\$600.00
Wedding:	\$500.00

Contract Terms

To guarantee prices quoted, the specified function rooms and all other terms, this contract must be signed and initialed on each page and returned by _____ or Gillam Hospitality Group, llc d/b/a South Station Restaurant has the right to release the function date and space held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of _____.

Client _____

GHGSSR authorized signature _____

Date of signature _____