

INFORMATION

Please refer to the following information prior to booking your event with The Proud Bird Food Bazaar & Event Center

Event Hours: Day Event: 11am to 3pm | Evening Event: 6pm to 11pm

Luncheons Functions cannot extend their conclusion time unless; written confirmation is received from the Event Sales Office. Evening Functions extending your event past the six hours will be assessed a charge of \$600 per hour plus current service charge and current sales tax. Event music must end at the conclusion hour, guests will then have ½ hour to clear event space.

Ceremonies: Day Event: 10am to 11am | Evening Event: 5pm to 6pm

All ceremonies include White Gazebo, Aisle Runner, White Padded Chairs and a Standing Microphone.

Rehearsals prior to event are only Monday - Thursday; please contact event office for availability (coordinators are not provided). Ceremony charge is \$1200 plus current service charge & current sales tax (Maximum Capacity of 150 guests).

Food & Beverage:

No food or beverage may be brought in or taken off premises except for the special occasion cake.

Menu items subject to change based on seasonal availability. Liquor brands subject to change.

Service Charge & Tax:

All prices are subject to current service charge & current sales tax.

Room Rentals:

Rental Fees are waived as long as food & beverage minimums are met.

Guarantees & Final Payments:

The final guest count is due (10) business days prior to your event.

The final payment balance is due in full, ten (10) business days prior to your event in the form of CASH, CREDIT CARD, CASHIER'S CHECK or MONEY ORDER. No personal checks will be accepted within (30) business days of function.

Deposits:

A deposit of 20 % of the estimated event cost is required to reserve your space which is non-refundable and non-transferable. A second deposit of 30% of the total estimated event cost is due ninety (90) days prior to the event date.

If your event is less than (90) days from booking a 50 % deposit is required. All deposits are nonrefundable and nontransferable.

Plated Entrée Selections and Buffet:

We request that you limit your entrée selection to one (1) choice. However, if two (2) entrees are requested you will be charged the higher entrée price per person. Buffet service times are available for 1 hour.

Bar & Bartender Fees:

Cash bar services are available, a bartender fee of \$150 plus current service charge & current sales tax will be applied per bartender (For every 100 guests).

Dancefloor Fee:

A dancefloor fee will depend on size of dancefloor needed plus current service charge & current sales tax will be applied.

Decorations & Setup Time:

Place cards, party favors, centerpieces, etc., are responsibility of the client. Please advise your florist as well as all vendors that their setup time is one hour prior to the event and not earlier. Nothing can be taped, stapled, pinned, tied or nailed to any surface or a 200 damage fee will apply to your event. No bubble or fog machines allowed. Candles need to be secured to a container with the flame two inches below the top.

Cancellations:

All cancellations must be sent in writing to The Proud Bird's Event Sales Office as per terms and conditions of confirmation/contract agreement. All deposits and payments made will be forfeited and are nonrefundable and nontransferable.

Security:

All events for predominately minors are required to have security at an additional cost.

Parking:

The Proud Bird offers limited complimentary parking.

Loss or Damage:

The Proud Bird does not assume responsibility for damage or loss of merchandise or articles left on the premises prior to, during, or following the event. Overnight storage of equipment, seminar material, etc., is not allowed.