

Terms of Agreement

Important Considerations

- ~There is a minimum of between 35 & 50 adult guests based on specific ballroom capacities. Other minimums may apply based on the event's length and other factors during peak seasons and high demand dates.
- ~Time allotted for any event is based on food & beverage package chosen.
- ~All prices quoted in print and on the website are before a 20% administration fee and current NYS sales tax. ~The administration fee is not a gratuity; therefore, it is subject to NYS sales tax. No gratuities are expected or required. Classics V compensates banquet staff with an increased fixed hourly wage.
- ~All prices are subject to change without notice to meet increase in cost of food and supplies.
- ~Breakfast and lunch prices are valid until 1:00 pm.

Deposits & Payment Policy

- ~Tentative bookings are for one week only. Your event date is guaranteed when a signed event contract with a deposit is submitted to Classics V.
- ~Deposits are non-refundable and non-transferable.
- ~Payment clause- all payments must be in the form of a bank check, business check or cash prior to the start of your event unless credit has been established with Classics V. Credit cards are accepted with an additional fee.
- ~Please submit tax-exempt certificates to office personnel before the event starts to avoid being charged sales tax. Tax-exempt certificates must match the name on the check accepted for payment.

Planning Details

- ~Menu selections are submitted three weeks before your event.
- ~Tentative guest counts are due 7-10 days before your event.
- ~Final guest counts are due two days before your event. The final guest counts are the least amount responsible parties will be charged. If the attendance is greater, the invoice will reflect the amount in attendance or served.
- ~Any set-up or decorating personnel will have access to the ballroom one hour before the start of your event.
- ~Individually served sit down meals require place cards with meal choice indicators.
- ~Classics V can not accommodate any special diet meals without prior notice.

General

- ~Nothing can be attached or taped to the walls.
- ~No bubbles, glitter, or poppers allowed.
- ~Prices are subject to change without notice to meet an increase in the cost of food, beverages, and supplies.
- ~Classics V reserves the right to change banquet rooms based on event size.
- ~No food or beverage can be brought into or taken from Classics V.
- ~Classics V reserves the right to refuse alcoholic beverages to anyone.
- ~Classics V is not responsible for lost or stolen items.

All Banquets Include

White tablecloths, cloth colored napkins, house centerpieces, background music, cake cutting & Microphone

January 2023