



# PRIVATE EVENTS

## POLICIES & PROCEDURES

### FACILITY DEPOSITS

All deposits are required at the time your event is confirmed and contracted.

All deposits are non-refundable, non-transferable, and are in addition to your final bill.

To reserve more than one space, each room will require a deposit. Deposits are required within 2 weeks after booking your event. Deposits are also non-refundable and non-transferable if cancelling your event at anytime. Tax exempt certificates must be submitted with the deposit.

Payment can be made online or by check.

Checks should be made payable to the Cox Family LLC.

**ROOM CHARGE:** *in addition to final bill, due upon booking*

**1 Bay of Greenhouse** ~ \$500 for 3 hours (25 - 75 guests)

*Added fee for any additional staff needed on day of event for parties of 65+.*

*If you have a party 65+ you will also be charged an additional fee for more space.*

### PRICING/FINAL GUARANTEE

Quoted prices are subject to proportionate increases to meet increased costs of food, beverage and labor. Menu price for your event will be confirmed 30 days prior to your event.

All food and beverage purchases are subject to the prevailing sales tax and service charge percentages. For organizations that are tax-exempt, a copy of your exemption certificate must be received with your signed event contract. Minimum guaranteed attendance must be received within 14 days prior to event. If attendance falls below the guaranteed number the client will still be charged for the guaranteed number indicated 14 days prior.



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### SERVICE CHARGES & TAXES

On all food and beverage functions there will be a 22% inclusive of gratuities and taxable service charges applied to your final bill as well as the NYS Tax. All prices quoted are exclusive of service charge, gratuities and NYS tax. Sales tax is calculated on all food, beverage, room fee and service charges. NYS Law states that service charges are subject to NYS tax.

### FACILITIES

Adherence to the times agreed upon for your event is mandatory, as other groups may be scheduled for the same room following your function. If your time schedule changes, please contact us and we will make every effort to accommodate you. All scheduled events at Crazy Daisies are subject to the time-table stated in your contract/proposal.

Act of Nature Clause; Crazy Daisies is not responsible for wind, rain, lightening, or insects for your outdoor events. Decor arrangements can be made through the coordinator.

The following items are prohibited at Crazy Daisies before, during and after the event; rice, confetti, or confetti like potpourri, bubbles and bird seed. Damage to the property and cleaning over and above normal cleaning is your responsibility and appropriate charges will apply. Seasonal decorations may be in place at the time of your event. You must accept the interior as is.

No smoking anywhere in the building or within 100 feet of the building. Only service animals are allowed inside the building. No chairs, tables or other equipment may be moved without first consulting with our coordinator.