



## Event Policies and Procedures

*Thank you for choosing The White Room in historical downtown St. Augustine as a venue for your upcoming event!*

### **Tax and Gratuity Fees**

All food, beverage, service charges, extra hours and ceremonies are subject to state sales tax (6%) and a service gratuity charge (22%), which are subject to change.

### **Payment Schedule**

A non-refundable \$1,000 initial payment is required to secure the date of your White Room event. An additional deposit of \$1,500 is due within 60 days and both amounts will go towards your final invoice. Food and Beverage Payment Schedule: Ten percent (10%) of the total estimated costs are due 30 days (1 month) after contract signing, Twenty-five percent (25%) of the total estimated costs are due 180 days prior to the event, Fifty percent (50%) of the total estimated costs due 60 – 179 days from the event, and One hundred (100%) percent of the total costs are due 30 days from the secured event date. Additional guests maybe added up to 14 days prior to event. \*In the event that the required payment is not received by the due date, the amount due will be charged to the credit card on the catering agreement contract. All deposits are non-refundable. If on the day of the event the guest count exceeds the final number given by the client, the credit card on file will be charged for the additional guests according to the food, beverage, tax, and gratuity per person as indicated on the final invoice.

### **Cancellations**

If the client cancels for any reason, the client forfeits any deposit amount(s) made up to that point.

### **Menu Selection / Event Time / Floor Plan**

Complete menu selection for both food and beverage must be confirmed by the event manager no later than 60 days prior to the event. There is a \$30 per person minimum for food for daytime events ending by 4pm and \$40 per person minimum for food for evening events. When ordering ala carte items there must be a minimum of 1 item per guest or 1 hors d'oeuvres per guest. Hors d'oeuvres and stations selected for cocktail hour and/or post dinner stations are served during those respective times only (1 ½ hours max). All menu items are subject to change and all prices are subject to increase until signed Banquet Event Orders (BEO's)/Invoice and 50% payment are received by the White Room. Requests for changes after this time are not guaranteed. Any request by the client to change the event time, food or bar menu, or floor plan less than fourteen (14) days prior to the event will be authorized upon written consent by the event manager and an additional \$250 will be charged to the client. A guest list with table assignments must be provided 14 days prior to the event. If the menu is a sit down dinner the guests' choices must be indicated next to their name on the list provided to The White Room and an indication of the food choice by name of entree, color, or symbol on the name card if provided. The dance floor is located in the middle of the middle room and is non-movable. If a dance floor is requested for The Rooftop an additional charge will apply. In the case of inclement weather the event manager has the authority to move any and all parts of the events scheduled to be held on The Rooftop to the interior third floor Loft space up to two (2) hours before the event start time.

### **Alcoholic Beverages / Outside Food Policy**

State law prohibits alcoholic beverages, other than what is offered at The White Room bar, to be allowed into the event room. Any person of questionable age will be asked to present a valid photo ID in order to confirm that they are of legal

Initials \_\_\_\_\_ Date: \_\_\_\_\_ Mgr Initials \_\_\_\_\_ Date: \_\_\_\_\_

drinking age (21). Those who fail or refuse to present proper ID will not be served alcohol. A guest list must be provided with names and ages for underage attendees when the final count is provided 30 days prior to the event. If there are more than 8 underage adults between the ages of 12-21, there will be a \$100 charge for security. Any guests of the client or the client provides alcohol to any underage attendees, the client indemnifies The White Room from any liability resulting there from. All outside food and catering is prohibited during events at The White Room. Shots will not be served from the bar during weddings at The White Room. All adults over the age of 21 will be charged the per person package price on the bar package selected. All bar packages are based on consecutive hours and cannot be split up (i.e. stopping the bar for dinner hour). A consumption bar is not available for groups of 60 and above. There is a bartending fee of \$50 per bartender per hour for a cash bar or if there is not a bar package purchased or the consumption bar has ended. If there is not a cash bar, consumption bar, or bar package there is a \$100 charge for security to guarantee outside alcohol is not brought into the event.

### **Group Liability**

Upon signing The White Room contract, it is assumed that the client and guests will attend the scheduled event in an orderly manner and fashion, respecting all applicable Florida State Laws and White Room regulations. The client assumes full responsibility for damage done to the facility. Attaching anything to the walls or fixtures is not permitted. Placing anything that may scratch or dent the bars is not permitted. Anything placed on the bars must be approved by your event manager. The breaking of plates or glassware for cultural celebrations and or dances is not permitted unless preapproved by the event manager ahead of time and proper measures are taken in order to protect the hardwood floors. Any damages incurred by The White Room will be charged to the credit card on the catering agreement. The White Room will not be held accountable for criminal acts of third parties.

### **Outside Items**

Any materials brought into The White Room by vendors and/or guests must be removed by the event coordinator or client following the event. Specialty Linens must be ordered through The White Room to insure proper quantities and delivery. No outside linens may be brought into the facility. The White Room will not be responsible for any items that are left at the facility or stolen. Flower arrangements and centerpieces cannot be arranged within The White Room or Loft & Rooftop. Sign in items such as pictures, guest books, canvas, etc. must be placed in an area that is not in the entrance or foyer area of each room for fire safety and hazard reasons. In the White Room those items may be placed on the antique buffet by the bar area and in the loft in the middle room by the railing for the staircase. No vinyl decals, peel off materials, or stickers for monogramming or personalizing maybe attached to the walls, windows, flooring, or any part of the White Room. If there are items for decorations that need a ladder to install, those items may only be hung with a use of a ladder by a licensed and insured event designer or white room staff member. All vendors with carts etc. must use the north entrance of the building with ramps provided and loading zones across King Street.

### **Parking**

The White Room does not have parking for guests. The White Room offers a trolley service for a discounted fee in the downtown area. Please discuss with your Event Manager. The client must book the trolley provided by The White Room within 30 days of signing the catering agreement to guarantee availability. We recommend trolley pickup locations to be at a downtown hotel or the Visitor Information Center Parking Garage as a central location for a trolley pickup if ordered by client. White Room events are not permitted to park in the O.C. White's parking lot. The parking lot at O.C. White's is for guests dining at O.C. White's only.

### **Prohibited Items**

The following items are not allowed in The White Room or 1 King Street building at any time: sparklers (outside of building on street are ok), glitter, birdseed, sand and confetti. Bubbles are allowed in both the 1 King Street building as well as The White Room and its balcony. Flowers and faux flower petals are allowed in The White Room and its balcony; however they are prohibited from the main building hallways, stairwells, and elevators. Nothing is to be thrown from The White Room balcony.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_  
White Room Representative \_\_\_\_\_ Date \_\_\_\_\_