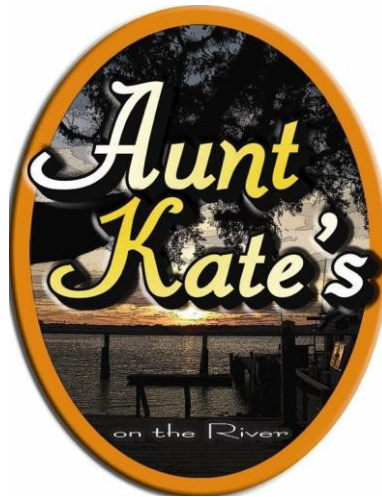


*Private Party and Special Events*



2013

**Candy Cannon, Party Coordinator**

**612 Euclid Ave.**

**St. Augustine, FL 32084**

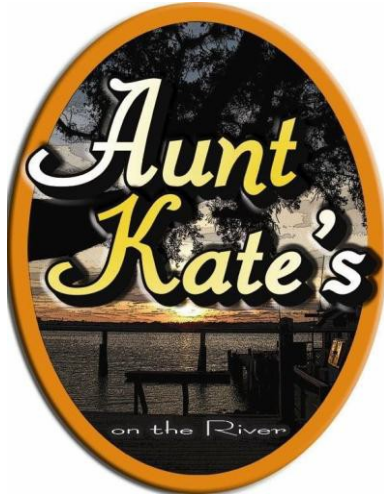
**(904) 829-1105**

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**E-mail: [aunt-kates@att.net](mailto:aunt-kates@att.net)**

**January 17, 2013**



## Banquet and Event Info Sheet

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

.....  
**Food and beverage charges will be based on Client's final guarantee submitted no later than 2 weeks prior to the scheduled event.** Aunt Kates will make every effort to accommodate last minute increases in attendees.

A deposit of 50% of the room rental fee is required to confirm the date and time of the event. Deposits are refundable as follows:

60 days prior to the event, deposit is refundable.

45 days prior to the event, 50% of the deposit is refundable.

The deposit is non-refundable if cancellation is less than 30 days prior to the event.

Aunt Kate's will submit a proposal including food, beverage and incidental charges for the Client's approval. The estimate is not a final invoice. The final invoice will reflect charges according to the final guaranteed guest count plus any additional approved charges.

All charges are subject to 6% Florida State Sales Tax and 20% gratuity. Tax exempt status applies to clients that provide a valid copy of their Florida State Sales Tax Exemption Certificate.

Client agrees to be responsible for any damage done to the premises during the period of time for set up, the actual event and decoration removal by client, client guests or client suppliers.

Aunt Kate's will not be responsible for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event, including but not limited to gifts, personal articles, cake decorations, table decorations and cake tops. The client must remove all of the aforementioned within 24 hours of the event unless otherwise specified in an amendment to this contract.

Decorations must conform to local fire department regulations. Banners or materials of any kind may not be affixed to any area of the restaurant without prior management approval. Aunt Kate's prohibits the use of rice or rice products and birdseed. Should the client wish to use confetti or similar decorations, the client is responsible for the disposal of the confetti or similar decorations. Should the client choose not to dispose of the confetti or similar decorations, Aunt Kate's reserves the right to assess a \$100.00 clean up fee.

Smoking within the building is prohibited by Florida State Law. Outside smoking areas are available.

Aunt Kate's is fully licensed by the Florida Alcohol Beverage Commission and carries full Liquor Liability coverage. **Alcohol may not be brought on or taken off the premises.** Aunt Kate's staff reserves the right to refuse alcohol beverage services to any guest if necessary.

Upon acceptance of this contract, please sign and return the original with your deposit. The balance of final invoice is due at the end of the event.

**Prices subject to change in accordance with fluctuations in the market.**

Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client \_\_\_\_\_ Print Client Name \_\_\_\_\_

# **Welcome!**

**Thank you for considering *Aunt Kate's* for your special event. Located directly on the Intracoastal Waterway (Tolomato River), *Aunt Kate's* offers direct access to the water and also the best view in St. Augustine. We strive to offer you the best in quality, value and service.**

## **For Your Information**

*Tolomato Pavilion*, our outdoor banquet facility will seat 90-95 comfortably. There is ample parking. We are handicap accessible.

## **Menu Selection**

To assure availability, please confirm your menu selection from this document at least three (3) weeks prior to the event. Custom menu selections are also available.

## **Meal Guarantees**

A meal guarantee is required the 2 weeks prior to the event. If a guarantee is not given, an estimate will be made based on the original number discussed. If attendance falls below the guarantee, the party host is responsible for either the number guaranteed or the actual number attending, whichever is greater.

## **Minimum Attendance**

The banquet option is only available if a minimum attendance of 35 is met.

## **Deposit**

A deposit of 50% of the room rental fee is required to confirm a booking for the banquet area. This can be made with cash, check or credit card. Full refunds are made only if *Aunt Kate's* receives cancellation notice at least 60 days from the event date. A contract is issued upon receipt of deposit.

## **Banquet Checks**

Banquet checks are to be settled in full at the end of the event. By signing the guest check for services rendered, the function host agrees there is no dispute over such services and that the host is solely responsible for the total amount due. Advance deposit amounts are deducted from the final total.

## **Food and Beverage Service**

Sales and service of alcoholic beverages are strictly regulated by the state of Florida. It is our policy that neither beer nor liquor can be brought onto or removed from the premises.

## **Sales Tax and Gratuity Charges**

A 6% Florida state sales tax and 20% gratuity is added to all food and beverage charges. All other fees such as room rental are also taxable at the tax rate for St John's County, which is currently 6%.

## **Table Linens**

*Aunt Kate's* rents white linens for parties. Our tables in the banquet area are either picnic tables, which seat 4 comfortably or rectangular banquet tables 72L x 30W, which also seat 6.

## **Terms and Conditions**

*Aunt Kate's* commits to present the facility clean, in proper conditions and set correctly. *Aunt Kate's* also commits to provide high quality of service, food and beverages. We ask that all clients and their guests respect the facility and that no willful damage occur. The party host is responsible for any guests who may become or appear to be intoxicated, controlling the behavior of children, treating staff and equipment with respect and that the facility is left in its proper condition.

## **Rental Fees**

Banquet Room Rental, Fri & Sat	\$300.00
Banquet Room Rental, Sun – Thurs	\$200.00
Rental is based on 3 hours use of facility. \$100.00 for each additional hour.	
Picnic Tables	No Charge
White Overlays, each	\$10.00
Napkins, each	\$2.00
Skirts, each	\$15.00
Setup Fee for rectangular tables	\$100.00

## Optional Charges

Chef Carver	\$100.00
Bartender	\$100.00
Cake Cutting	\$50.00
Speaker System	\$30.00

### Bar Pricing

Aunt Kate's provides a fully stocked bar featuring well, call and premium brand liquors, red and white wines, domestic and imported beers, juices and mixers.

### Open Bar

Charges are based on per bottle, or percentage thereof, on a consumption basis. Prices listed below for liquor are for full bottles; actual charges are calculated in tenths of bottles consumed. All charges listed are exclusive of sales tax and gratuity.

Well Brands, per bottle	\$140.00
Call Brands, per bottle	\$160.00
Premium Brands, per bottle	\$200.00
Domestic Beer, each	\$3.00
Imported Beer, each	\$4.00
House Wines (1.5 liter), per bottle	\$40.00
Sparkling Wine for Toast (.75 liter)	Market Price
Premium Wines (.75 liter)	Market Price

### Cash Bar

Guests purchase drinks individually. Prices include sales tax.

**Bartender fee of \$75.00 is the responsibility of the party host.**

Well Mixed Drinks	\$5.00
Call Mixed Drinks	\$6.00
Premium Mixed Drinks	\$8.00
Domestic Beer	\$3.00
Imported Beer	\$4.00
House Wines	\$5.00
Premium Wines	Market Price
Juices	\$2.00
Bottled Water	\$3.00

**KEG AND HALF KEG PRICE LIST  
BEFORE 6 % TAX AND 20% GRATUITY  
KEG PRICING IS NOT BASED ON CONSUMPTION  
AND CANNOT BE PRO-RATED. IF YOUR CHOICE OF KEG IS  
NOT LISTED, PLEASE CONTACT US AND WE WILL DO OUR BEST TO  
PROVIDE IT FOR YOU.**

<b>KEG</b>	
Miller Lite	\$380.00
Coors Lite	\$396.00
Yuengling	\$424.00
Budweiser	\$380.00
Bud Lite	\$380.00
Michelob Lite	\$396.00
Michelob Amber	\$396.00
Michelob Ultra	\$396.00
Shocktop	\$424.00
Stella Artois	\$560.00

**KEGS CANNOT BE REMOVED FROM THE PROPERTY**

**Buffet options: Guests choose 3 entrée items.  
(Includes choice of two sides, salad bowl,  
pumpkin bread and corn bread)**

**Sides:** Mashed potato, red bliss potatoes, sautéed mixed veggies, baked beans, collard greens, cheese grits, coleslaw, sweet potato casserole.

**All prices are per person:** Pricing for children will be half the amount of per person pricing. If guests want fewer items than three, they will be charged incrementally for the equivalent of 3 items.

**Entrees:**

Mahi Mahi	<b>\$7.99</b>
Tilapia	<b>\$6.99</b>
North Beach Chicken	<b>\$7.99</b>
Baked Rotini (tri-colored rotini sautéed in sherry cream sauce with sundried tomatoes, mushrooms and artichokes) – vegetarian	<b>\$5.99</b>
Grouper (check for availability)	<b>Market Price</b>
Snapper (check for availability)	<b>Market Price</b>
Salmon	<b>\$8.99</b>
Aunt Kate’s Smoked BBQ Babyback Ribs	<b>\$8.99</b>
Penne Marinara – vegetarian	<b>\$5.99</b>
Chicken Marsala	<b>\$7.99</b>
Pilau (choice of vegetarian, chicken, sausage or shrimp)	<b>\$6.99</b>
Aunt Kate’s Pulled Pork	<b>\$6.99</b>

**Appetizers: All prices are a per person price:**

Fruit & Veggie Platter	<b>\$2.99</b>
Shrimp Cocktail	<b>\$3.99</b>
Antipasto Platter	<b>\$5.99</b>
Blue Crab & Artichoke Dip	<b>\$3.99</b>
Smoked Fish Dip	<b>\$3.99</b>
Steamed Oysters (check for availability)	<b>\$4.99</b>
Asian Tuna Stacks	<b>\$3.99</b>
Deviled Eggs	<b>\$1.99</b>
She Crab Soup	<b>\$4.99</b>
Minorcan Clam Chowder	<b>\$3.99</b>

**Dessert:**

Dessert Platter, per person	<b>\$4.99</b>
Key Lime Bites, Brownie Bites, Chocolate Covered Strawberries, Banana Pudding, Cheesecake	
Pan Cobbler, per person	<b>\$4.99</b>

## **Low Country Boil Buffet**

**\$25.99 per person plus tax and gratuity**

A Southern tradition passed down for generations. This is a great choice for a get together with family or friends, or celebration such as a birthday or anniversary. Shrimp, clams, mussels, crawfish, Snow Crab clusters, fresh corn on the cob, red potatoes, Kielbasa sausage, and julienned onions poached in the Chef's own court bouillon and served as a cascade on our traditional Low Country Table. Salad bowl and corn bread included.