

# *Private Parties and Special Events*



**2017**

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## Banquet and Event Info Sheet

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

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

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

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

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

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**Food and beverage charges will be based on Client's final guarantee submitted no later than 2 weeks prior to the scheduled event.** Aunt Kate's 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:

50% of deposit will be refunded upon cancellation

60 days prior to the event, 25% of the deposit is refundable.

The deposit is non-refundable if cancellation is less than 45 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 6.5% 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 the day 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.

**No restaurant coupons, discounts or happy hour pricing will be honored on any parties.**

**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 100-110 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 (4) weeks prior to the event. Custom menu selections are also available.

## **Meal Guarantees**

A meal guarantee is required two (2) weeks prior to the event. If a guarantee is not given, an estimate will be made based on the original number according to the contract. 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. ***Aunt Kate's* only accepts credit card or cash to settle the balance on the night of the event**

### **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 6.5% Florida state sales tax and 20% gratuity is added to **entire bill.**

### **Table Linens**

*Aunt Kate's* rents white linens for the banquet line and drink station. Our tables in the banquet area are either picnic tables, which seat 4 comfortably or rectangular banquet tables 72L x 30W, which seats 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.....**\$400 Fri & Sat**  
Banquet Room Rental.....**\$300 Tues – Thurs**

**Rental is for 3 hours use of facility.**

**\$100.00 for each additional hour**

Picnic Tables.....**No Charge**

White Overlays.....**\$10.00 each**

Setup Fee for rectangular tables ..... **\$100.00**

## **Optional Charges**

Chef Carver.....	<b>\$100</b>
Cake Cutting.....	<b>\$50</b>
Speaker System.....	<b>\$30</b>

## **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/Cash Bar**

Guests purchase drinks individually. Prices include sales tax.

Well Mixed Drinks.....	<b>\$5.00</b>
Call Mixed Drinks.....	<b>\$6.00</b>
Premium Mixed Drinks.....	<b>\$8.00</b>
Domestic Beer.....	<b>\$4.00</b>
Imported Beer.....	<b>\$5.00</b>
House Wines.....	<b>\$5.00</b>
Premium Wines.....	<b>\$Market</b>
Juices.....	<b>\$2.00</b>
Bottled water.....	<b>\$3.00</b>

**Buffet options: Guests choose 3 entrée items.**  
**(Includes choice of two sides, salad bowl,  
pumpkin bread and corn bread, sweet and unsweet Tea,  
soda's and water. )**

**Sides:** Mashed potato, roasted red bliss potatoes, sautéed mixed veggies, collard greens, cheese grits, coleslaw, sweet potato casserole, potato salad,

**All prices are a per person price:** Pricing for children will be half the amount of per person pricing.

**Entrees:**

Mahi Mahi- **\$8.99**

Tilapia- **\$7.99**

North Beach Chicken-**\$8.99**

Baked Rotini (tri-colored rotini sautéed in sherry cream sauce with sundried tomatoes, mushrooms and artichokes- **\$6.99 (vegetarian)**

Salmon- **\$10.99**

Baked Ziti- **\$5.99 vegetarian**

Chicken Marsala- **\$8.99**

Pilau( Choice of vegetarian, chicken, sausage or shrimp) - **\$7.99**

Aunt Kate's Pulled Pork - **\$7.99**

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

Fruit and Veggie Platter- **\$2.99**

Shrimp Cocktail- **\$5.99**

Antipasto Platter-**\$6.99**

Blue Crab and Artichoke Dip- **\$3.99**

Smoked Fish Dip- **\$3.99**

Steamed Oysters- **\$5.99 (Check for availability)**

Asian Tuna Stacks-**\$4.99**

Deviled Eggs - **\$1.99**

She Crab Soup - **\$4.99**

Minorcan Clam Chowder - **\$3.99**

**Dessert:**

**Dessert Platter – \$5.99 (per person)** Key Lime Bites, Brownie Bites, Chocolate Covered Strawberries, Banana Pudding, Cheese Cake

**Pan Cobbler - \$4.99 (per person)**

**Cupcakes, three different flavors. Choose one flavor or mix and match. Bananas Foster, Red Velvet and Carrot Cake. \$4.00 apiece.**

**NEW ITEM !!: Aunt Kate's Homemade Banana Pudding: \$4.99 (per person)**

## **Low Country Boil Buffet**

**\$27.99 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. Sweet/unsweet tea, soda, water, salad bowl, cornbread and pumpkin bread included.