

Private Party and Special Events



2026

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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 3 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 **Non-Refundable**.

Upon receipt of client's deposit, Aunt Kate's will submit a proposal including food, beverage and incidental charges for the client's approval. Aunt Kate's only hosts full-service events. 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 22% gratuity. Tax exempt status applies to clients that provide a valid current 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. Fireworks, sparklers, Chinese floating lanterns, etc, are strictly prohibited. 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 \$200.00 clean up fee.**

Smoking within the building is strictly 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. Client is responsible for ensuring that their guests have proper ID.

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.

Restaurant coupons, discounts or happy hour pricing does not apply on 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 110-120 comfortably. The covered seating space is 40' x 40' there is ample parking. We are handicap accessible.

Menu Selection

To assure availability, please confirm your menu selection from this document at least six **(6)** weeks prior to the event. Custom menu selections are also available.

Meal Guarantees

A meal guarantee is required three **(3)** 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 40 adults is met.

Deposit

A non-refundable 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.

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.**

Due to food safety temperatures and Aunt Kate's standards on our food, we will not be allowing the packaging of to-go food. Our food service bar will be up for everyone to enjoy for a maximum of 90 minutes.

Sales Tax and Gratuity Charges

A 6.5% Florida state sales tax and 22% service charge is added to the entire bill.

Tables

Aunt Kate's tables are rectangle banquet tables and folding chairs with table cloths, which seat 6 comfortably. The rectangular banquet tables are 72L x 30W.

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.....**\$800 Fri & Sat**

Banquet Room Rental.....**\$600 Sun – Thurs**

Rental is for 3 hours use of facility. Available hours for event space is 11am-9pm. Additional hours over the 3 hour window are \$250.00 each.

Optional Charges

Chef (for oyster roast).....	\$250
(1 chef for parties up to 50 people)	
Chef (for oyster roast).....	\$500
(2 chefs for parties larger than 50 people)	
Cake Cutting.....	\$55
Bluetooth Speaker System.....	\$55

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. **Aunt Kate's charges a \$200.00 setup fee for an all-cash bar.**

Open Bar/Cash Bar

Guests purchase drinks individually.

Well Mixed Drinks.....	\$12.00
Call Mixed Drinks.....	\$14.00
Premium Mixed Drinks.....	\$20.00
Domestic Beer.....	\$9.00
Imported Beer.....	\$11.00
House Wines.....	\$12.00
Premium Wines.....	\$Market
Sparkling Wine for toasts.....	\$Market
Juices.....	\$4.00
Bottled water.....	\$3.75
Coffee setup fee.....	\$30.00
(We provide hot coffee, cups, sugars, and creamer)	

Buffet Options

(Includes choice of two sides, salad bowl, pumpkin bread and corn bread, sweet and unsweet tea, soda and water.)

All prices are per person (tax and gratuity not included): Pricing for children 6-10 years old will be half priced. Children 5 years and under have an option of chicken fingers with French fries (\$10.99). Pick 3 entrée items. Sorry no substitutions or special orders.

Sides: Mashed Potato, Red Bliss Potatoes, Sautéed Mixed Veggies, Collard Greens, Cheese Grits, Coleslaw.

BRONZE: \$32.99 per person. (Pick 3)

Pilau, A local spicy rice dish with your choice of chicken, shrimp, sausage or vegetarian.

Pulled Pork Sliders, house smoked pork served with our Southern Comfort bbq sauce.

Baked Ziti with your choice of ground meat or vegetarian.

Grilled Tilapia finished with a butter, lemon and wine sauce.

SILVER: \$35.99 per person (Pick 3 among the Bronze or Silver)

Grilled Tilapia with a butter, lemon and wine sauce.

Aunt Kate's Homemade Meatloaf, Homestyle Meatloaf made from scratch, topped with tangy tomato sauce.

Chicken Marsala, grilled chicken with a mushroom cream sauce.

Baked Rotini, tri-colored rotini sautéed in sherry cream sauce with mushrooms, artichokes and a breadcrumb topping. Your choice of vegetarian or chicken.

GOLD: \$39.99 per person (Pick 3 among the Bronze, Silver, or Gold)

****Our most popular package****

Grilled Mahi with a butter, lemon and wine sauce.

North Beach Chicken, Grilled chicken breast with Southern Comfort bbq sauce, cheddar and provolone cheese, bacon and tomato.

Chicken Scampi, grilled chicken sautéed in a white wine and garlic sauce, tossed with linguini, onions, bell peppers and tomatoes.

Baked Rotini, tri-colored rotini sautéed in sherry cream sauce with mushrooms, artichokes and a breadcrumb topping. Your choice of vegetarian, chicken, or shrimp.

DIAMOND: \$52.99 per person (Pick any 3 among the Bronze, Silver, Gold, or Diamond Package)

Cajun Shrimp Pasta Creamy shrimp pasta with Cajun seasoning, mushroom and red pepper

BBQ Baby Back Ribs house smoked with our Southern Comfort BBQ sauce.

Grilled Grouper with a lemon butter and wine sauce.

Parmesan Grilled Chicken Chicken breast with creamy parmesan sauce and herb breadcrumbs



Appetizers: All prices are per person.

Fruit and Veggie platter- **\$5.99**

Shrimp Cocktail- **\$6.99**

Blue crab and Artichoke Dip- **\$7.99**

Smoked Fish Dip- **\$5.99**

Steamed Oysters- **\$12.99** (Price may change according to market price)

Asian Tuna Stacks-**\$7.99**

Deviled Eggs - **\$3.99**

She crab soup - **\$7.99**

Minorcan Clam Chowder - **\$7.99**



Dessert: All prices are per person.

Dessert Platter – \$7.99 per person Assorted Dessert Bars, Brownie Bites, Chocolate Covered Strawberries, Cheese Cake Bites. (May substitute different items according to availability)

Pan Peach Cobbler - \$5.99 per person

Aunt Kate's Southern Banana Pudding- \$5.99 per person

Dessert Setup fee - \$30.00 (We welcome you to bring your own dessert and we will supply a 90inch round table with tablecloth, plates, and plasticware.)



Low Country Boil Buffet

\$42.99 per person excludes crab legs

\$56.99 per person includes crab legs

Prices do not include tax and gratuity

Salad bowl, corn bread, pumpkin bread, sodas, sweet and unsweet tea and water included.

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 (optional), 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.