



### Additional Fees & Pricing Concerns

- Larkin's Catering and Events reserves the right to alter pricing based on market fluctuations on any event agreement contracted more than 90 days in advance of the event. Final estimate will be created 90 days prior to event date. The estimated bill payment will need to be received in full no later than 7 days before the event. If payment of event is not made, we will use the credit card number that is on file, unless otherwise requested. Payments can be made via cash, credit card, check, or any billing account set up with our accounting office (if applicable).
- There will be a 20% service charge on all food and beverage. Any equipment rentals, delivery fees, attendant fees and miscellaneous fees are not subject to this charge but will be conveyed on the final bill. Drop-Offs are subject to Delivery Fees Only.
- SC requires a 6% sales tax and 2% hospitality tax be charged on all fees, for a total of 8% as well as an additional 5% on all liquor purchases.

# The Fine PRINT

## HOW TO BOOK

*Step One* Confirm the date is available with one of our event specialists

*Step Two* A deposit is required to secure the date. The minimum deposit is \$500 for one of Larkin's spaces. For the Wyche Pavilion, Amphitheater or other spaces not managed by Larkin's, the full room rental rate of \$3,000 is required (\$2,250 paid to the Peace Center to reserve the space and \$750 to secure Larkin's services). All deposits are non-refundable.

*Step Three* Meet with your event specialist, discuss menus, décor, beverage service and any special needs.

*Step Four* Your event specialist will draw a contract up with estimated costs. This can always be adjusted based on changed needs, new details that arise, and any new ideas. All changes must be finalized 7 days before the event.

*Step Five* Payment schedule – 50% of the outstanding balance is due 6 months prior to the event. The estimate must be paid in full 10 days prior to the event. *\*Note: final guest counts are due 72 hours prior.*

*Step Six* A credit card is required to be on file before the event for any last minute charges (bar overages, menu overages or equipment needs). These charges will not be posted until they are approved by the card holder.

*Step Seven* If for some reason the final bill is less than the estimated charges, a credit will be issued on the next business day following your event.

*Step Eight* Enjoy your event!



## *Some Fine Print:*

- The room rental fee pays for the exclusive use of the room for your event for a four-hour time period. There are additional room fee charges if the event lasts longer than four hours. The room is made available to you and your agent two hours prior to the event start time and for one hour after. Longer events can be accommodated for a fee of \$250 per hour, subject to availability.
- We have to bring in equipment for all offsite events. Our basic charge of \$10/person covers standard chairs, tables, buffet equipment, china, glassware, flatware and all of the service items. We can upgrade any of the accessories for an additional charge.
- Larkin's Catering and Events is the exclusive caterer for all of Larkin's facilities and events.
- Our Event Specialists and Executive Chef are happy to customize any of our menus to create an experience that is personal to you.
- For any seated dinners over 30 guests, entrees must be pre-ordered along with assigned seating and place cards.
- If it rains and your event is in the Wyche Pavilion, you can still host your event in the space. However, if the Cabaret Room or Founders Room is available we may give you the option of moving into one of the inside spaces. The Pavilion is covered and most events can still be held without any disruption during summer rain. In the Courtyard we can offer tents (with 24 hours notice) for rental or move the event to another unoccupied space such as the Founders Room or Cabaret Room.
- You may use any decorations you wish except for confetti. Affixing any decorations is also prohibited. We do not allow anything that is harmful to the environment, may damage the property or be difficult to clean. Therefore, sparklers are okay, though we do not allow rice, wish lanterns, or silly string.
- We do not recommend bringing in your own rentals. Our agent – Professional Party Rentals – is reliable and has proven to have the stock of anything that you could need. However, if you insist on your own rental company, arrangements can be made. Delivery of all items needs to be coordinated with your event specialist and must be removed immediately following. You must also have a representative here to receive said items and oversee delivery and pickup.

- The booking of the TD Stage is done directly through the Peace Center's Events coordinator.
- Tables are typically in place and covered 2 hours prior to start time.
- We offer a complimentary tasting for 4 people for wedding receptions exceeding 75 guests. They are scheduled within 8 weeks of the event to assure that seasonal offerings are fresh and consistent with what we have available for the actual event. All tastings can be scheduled Monday through Thursday from 11:30 – 2:30 PM.
- Rehearsal space is not included in your room rental, however, we will make space available if it is unoccupied. You may reserve the space for our normal full rental fee.
- Larkin's on the River does not act as wedding director. However, through our preferred vendors, we can arrange a coordinator for you and bill you through your already existing contract with us. We do recommend hiring a day of coordinator for large parties.
- We will be happy to arrange security for your event. The hourly rate is \$30 per security officer. Larkin's Catering and Events reserves the right to assign security to your event and to bill you for security charges.
- Security is required for all events in the Wyche Pavilion or Larkin's Sawmill where alcohol will be served.
- Due to city and state restrictions, only beer and wine are permitted on the amphitheater grounds. Additionally, it must be in plastic cups. A city issued wrist band must be worn by all attendees over 21 years of age who are consuming alcohol.
- We handle all permitting for use of the amphitheater. The permit fee includes the event permit with the city as well as any beer and wine licensing with the state.
- Once a reservation is secured with a deposit, all following funds paid are non-refundable.
- The final guest count is due 7 business days prior to the event along with the final payment. This count will reflect your final estimated bill. If your guest expectancy decreases, your charges will be based upon the guaranteed number. If your guest count should increase, there will be additional charges that apply and will be due upon the end of the event.

