

Coles Restaurant Terms of Agreement

1. There is a non refundable deposit for the 3rd floor of \$200 and a non refundable deposit of \$100 for the balcony. Deposit will be deducted from the total due upon the completion of your event.
2. Food/liquor order must be confirmed 5 days prior to the event.
3. A final guest count must be confirmed 5 days prior to the event.
4. **Room Fees:** \$75 - 3rd floor | \$25 - balcony
5. Alcohol/beverages, food cannot be brought in nor taken out of the facility.
6. Payment shall be paid in full on the day of the event unless credit has been established to our satisfaction.
7. We do not assume responsibility of any articles or merchandise during or following the event.

Prices subject to change without notice.

To ensure the best service in reserving your banquet, please call: **(716) 886-1449** or fax: **(716) 886-5626**

Hours: Monday - Friday between 9:00 am–2:00 pm

Website: colesbuffalo.com

Cole's Banquet Contract Terms and Conditions

Deposit and Payment:

A non-refundable deposit is due at time of booking as follows:

3rd Floor banquet hall	\$200
Balcony/Loft	\$100

Room fee for use of banquet facilities are as follows:

3rd Floor banquet hall	\$75
Balcony/Loft	\$25

The entire balance of payment is due on the day of the event, unless other arrangements have been approved by management.

Guest Count: A final guest count is due 5 days prior to the event. This count is considered a guarantee and the customer will be charged based on the guest count given.

Cancellations: Cancellations must be made within 72 hours of the event. Cole's reserves the right to charge a percentage or full amount of the estimated bill of event upon cancellation.

Food & Beverage: Food/beverage orders must be confirmed no later than 5 days prior to the event. Cole's has the right to decline any food/beverage orders given less than 5 days prior to the event. Alcohol/beverages/food cannot be brought in or taken out of the facility.

All must be 21 or older with valid ID.

Damage/Liability: Guest assumes full responsibility for any loss/damage of goods on the event date. Appropriate legal action will be taken if necessary. Cole's is not responsible for any personal articles or merchandise lost or damaged during or following the event.

I have read, understand, and accept all terms and conditions stated and I am authorized to sign on behalf of the person, persons, or company that I represent.

Guest printed name

Guest signature

Date

Coles Restaurant Terms of Agreement - Cont.

Function Date _____ Time _____ till _____

3rd Floor _____ Balcony/Loft _____ Other _____ # Guests _____

Food Order Time _____ Initials _____

Beverage Order Time _____ Initials _____

Special Requests
