



Buffalo House Banquet Facilities Contract

Bison Hall-Upstairs

- Available seating 150 people, handicapped accessible
- Rental cost \$100 for Fridays and Saturdays
- No rental charge Sunday - Thursday
- Deposit \$500 non-refundable

Buffalo Junction-located across from Buffalo House

- Available seating 250 people inside with an additional 50 people on outside patio & handicapped accessible
- Rental cost \$500 for Friday and Saturday's
- \$100 Rental Charge for Sunday - Thursday
- Deposit \$500 non-refundable

Buffalo House Banquet Policies

1. A guaranteed number of guests is required five days prior to the event
2. Menu selections must be submitted two weeks prior to the event
3. All purchases of alcohol and food are subject to 9.875% liquor sales tax, 7.375% food tax & 20% gratuity. There is a 4% processing fee with credit card payments
4. The customer is responsible for any damages or losses incurred by the Buffalo House before, during or after the event by the customer and their guests
5. Cake plates and utensils for cake must be provided by the customer
6. No to-go containers are allowed. Food and beverages are property of the Buffalo House
7. The Buffalo House is not responsible for any loss of merchandise, articles, or personal belongings of the customer and their guests
8. Decorations and entertainment is the responsibility of the customer
9. Any wall hangings must be approved by the Buffalo House. No glitter or confetti is allowed. No nails, tacks, pins, or adhesive tape is permitted as well. Any damage to the Buffalo House property is the responsibility of the customer
10. A cleaning fee will be charged for an excessive mess
11. Payment in full is due on the day of the event without exceptions!
12. All beverages and alcohol must be purchased through the Buffalo House. Anyone bringing in their own food and beverages will be asked to leave the event. If it continues to be a problem the Buffalo House reserves the right to end the function at any time
13. All prices are subject to change due to inflation

I have read and understand fully this agreement of contract

Signature _____ Date of event _____

Name _____ Address _____

Phone _____ Email Address _____

Buffalo Junction _____ Bison Hall _____ Deposit Paid _____