



## 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 prior to or on the day of your reserved event.
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 \_\_\_\_\_