



Buffalo House Contract & Banquet Policies:

Reservations & Payments:

- A signed agreement and deposit (non refundable) are required to secure an event date.
- Payment in full due prior to or on the day of your reserved event - All Prices subject to change.

Guest Count:

- A guest count is required 7 days prior to the event. That is the number the customer pays for.

Cancellations & Changes:

- All cancellations or changes must be submitted in writing.
- All changes are subject to availability and management approval.

Food & Beverage:

- Outside food/beverages are not permitted and must be purchased through the Buffalo House.
- Menu selections and special dietary requests must be finalized 2 weeks before the event.
- Alcohol subject to 9.875% liquor tax, food 7.375% food tax, and 20% gratuity and cr card fee.

Alcohol Policy:

- All alcohol must be purchased and served by Buffalo House staff.
- Management reserves the right to refuse alcohol service.
- The customer is responsible for guest behavior.

Decorations & Setup

- Decorations must be approved in advance and are the responsibility of the customer.
- No open flames, confetti, glitter, popcorn, nails, tacks, pins or adhesive tape permitted.
- All decorations must be taken down and removed immediately following the event.

Damages & Liability:

- The client is responsible for damages by guests and for a cleaning/repair fee if needed.
- Buffalo House is not responsible for lost or stolen items.

Vendors & Entertainment:

- Buffalo House reserves the right to control volume and setup.

Right of Refusal:

- Buffalo House reserves the right to refuse service or end an event due to policy violations or conduct.

Client Acknowledgment:

I have read and agree to the Buffalo House Banquet Policies.

Name: _____ Event Date: _____

Address: _____ Phone: _____

Signature: _____ Email: _____

Junction: _____ Upstairs: _____ Rental Payment Paid: _____

