

# Special Events and Party Reservation Packet

- 1) This packet is for inquiries of group reservations of 35 or more people.
- 2) We are unable to reserve parts of the main restaurant due to weather restrictions!
- 3) All questions regarding reservations for groups need to be directed to Matthew Williams. Response is limited to Wednesdays and Fridays between the hours of 10a.m. and 4 p.m.  
904-829-1105



## Banquet and Event Info Sheet

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

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Food and beverage charges will be based on Client's final guarantee submitted no later than 2 weeks prior to the scheduled event. Aunt Kate's will make every effort to accommodate last minute increases in attendees.

A deposit of 50% of the room rental fee is required to confirm the date and time of the event. Deposits are refundable as follows:

- 60 days prior to the event, deposit is refundable.
- 45 days prior to the event, 50% of the deposit is refundable.
- The deposit is non-refundable if cancellation is less than 30 days prior to the event.

Aunt Kate's will submit a proposal including food, beverage and incidental charges for the Client's approval. The estimate is not a final invoice. The final invoice will reflect charges according to the final guaranteed guest count plus any additional approved charges.

All charges are subject to 6% Florida State Sales Tax and 20% gratuity. Tax exempt status applies to clients that provide a valid copy of their Florida State Sales Tax Exemption Certificate.

Client agrees to be responsible for any damage done to the premises during the period of time for set up, the actual event and decoration removal by client, client guests or client suppliers.

Aunt Kate's will not be responsible for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event, including but not limited to gifts, personal articles, cake decorations, table decorations and cake tops. The client must remove all of the aforementioned within 24 hours of the event unless otherwise specified in an amendment to this contract.

Decorations must conform to local fire department regulations. Banners or materials of any kind may not be affixed to any area of the restaurant with out prior management approval. Aunt Kate's prohibits the use of rice or rice products and birdseed. Should the client wish to use confetti or similar decorations, the client is responsible for the disposal of the confetti or similar decorations. Should the client choose not to dispose of the confetti or similar decorations, Aunt Kate's reserves the right to assess a \$100.00 clean up fee.

Smoking within the building is prohibited by Florida State Law. Outside smoking areas are available.

Aunt Kate's is fully licensed by the Florida Alcohol Beverage Commission and carries full Liquor Liability coverage. Alcohol may not be brought on to the premises and Aunt Kate's Staff reserves the right to refuse alcohol beverage services to any guest if necessary.

Upon acceptance of this contract, please sign and return the original with your deposit. The balance of final invoice is due at the end of the event.

Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client \_\_\_\_\_ Print Client Name \_\_\_\_\_

# *Private Party and Special Events*



*Matthew Williams, Party Coordinator*  
612 Euclid Ave.  
St. Augustine, FL 32084  
(904) 829-1105  
Fax: (904) 829-1193  
[www.aunt-kates.com](http://www.aunt-kates.com)  
E-mail: [aunt-kates@att.net](mailto:aunt-kates@att.net)  
May 14th, 2010

## ***Welcome!***

*Thank you for considering Aunt Kate's for your special event. Located directly on the inter-coastal Waterway (Tolamoto River), Aunt Kate's offers direct access to the water and also the best view in St. Augustine. We strive to offer you the best in quality, value and service.*

### ***For Your Information***

*Tolamoto Pavillion, our outdoor banquet facility will seat 90-95 comfortably. There is ample parking. We are handicap accessible.*

### ***Menu Selection***

*To assure availability, please confirm your menu selection from this document at least three (3) weeks prior to the event. Custom menu selections are also available.*

### ***Meal Guarantees***

*A meal guarantee is required the week prior to the event. If a guarantee is not given, an estimate will be made based on the original number discussed. If attendance falls below the guarantee, the party host is responsible for either the number guaranteed or the actual number attending, whichever is greater.*

### ***Minimum Attendance***

*The buffet option is only available if a minimum attendance of 35 is met.*

### ***Deposit***

*A deposit of 50% of the room rental fee is required to confirm a booking for the banquet room. This can be made with cash, check or credit card. Full refunds are made only if Aunt Kate's receives cancellation notice at least 60 days from the event date. A contract is issued upon receipt of deposit.*

### ***Banquet Checks***

*Banquet checks are to be settled in full at the end of the event. By signing the guest check for services rendered, the function host agrees there is no dispute over such services and that the host is solely responsible for the total amount due. Advance deposit amounts are deducted from the final total.*

### ***Food and Beverage Service***

*Sales and service of alcoholic beverages are strictly regulated by the state of Florida. It is our policy that neither beer nor liquor may be brought on the premises. There is a \$10 corkage fee for each bottle of wine brought in.*

### *Sales Tax and Gratuity Charges*

*A 6% Florida state sales tax and 20% gratuity is added to all food and beverage charges. All other fees such as room rental and dance floor are also taxable at the tax rate for St John's County, which is currently 6%.*

### *Table Linens*

*Aunt Kate's uses white linens for parties that require linens. Other colors and fabrics as well as chair covers and sashes are available for an additional fee upon request. Our tables in the banquet room are either picnic tables, which seat up 4 comfortably or rectangular, which seat between 6-8 persons.*

### *Terms and Conditions*

*Aunt Kate's commits to present the facility clean, in proper conditions and set correctly. Aunt Kate's also commits to provide high quality of service, food and beverages. We ask that all clients and their guests respect the facility and that no willful damage occur. The party host is responsible for: any guests who may become or appear to be intoxicated, controlling the behavior of children, treating staff and equipment with respect and that the facility is left in its proper condition.*

### *Rental Fees*

*Banquet Room Rental.....\$300.00 Fri & Sat*  
*Banquet Room Rental.....\$200.00 Sun - Thur*

### *Optional Charges*

*Chef Carver.....\$75.00*  
*Bartender.....\$75.00*  
*Cake Cutting.....\$40.00*  
*Bottled Water.....\$3.00*

## *Bar Pricing*

*Aunt Kate's provides a fully stocked bar featuring well, call and premium brand liquors, red and white wines, domestic and imported beers, juices and mixers.*

## *Open Bar*

*Charges are based on a per bottle, or percentage thereof, on a consumption basis. Prices listed below for liquor are for full bottles; actual charges are calculated in tenths of bottles consumed. All charges listed are exclusive of sales tax and gratuity.*

<i>Well Brands.....</i>	<i>\$125.00/bottle</i>
<i>Call Brands.....</i>	<i>\$145.00/bottle</i>
<i>Premium Brands.....</i>	<i>\$185.00/bottle</i>
<i>Domestic Beer.....</i>	<i>\$3.00 each</i>
<i>Imported Beer.....</i>	<i>\$4.00 each</i>
<i>House Wines.....</i>	<i>\$20.00/bottle</i>
<i>Sparkling Wine for Toast.....</i>	<i>\$20.00/bottle</i>
<i>Premium Wines.....</i>	<i>\$25.00/bottle</i>

## *Cash Bar*

*Guests purchase drinks individually. Prices include sales tax. Bartender fee of \$75.00 is the responsibility of the party host.*

<i>Well Mixed Drinks.....</i>	<i>\$5.00</i>
<i>Call Mixed Drinks.....</i>	<i>\$6.00</i>
<i>Premium Mixed Drinks.....</i>	<i>\$8.00</i>
<i>Domestic Beer.....</i>	<i>\$3.00</i>
<i>Imported Beer.....</i>	<i>\$4.00</i>
<i>House Wines.....</i>	<i>\$4.50</i>
<i>Premium Wines.....</i>	<i>\$6.00</i>
<i>Juices.....</i>	<i>\$2.00</i>

## *Low Country Boil Buffet*

\$18.95 per person plus tax and gratuity

A Southern tradition passed down for generations.

Great for a get together with family and friends, or a celebration such as a birthday or anniversary.

Shrimp, clams, mussels, crawfish, Snow Crab clusters, fresh corn on the cob, red potatoes, Kielbasa sausage, and julienned onions poached in the Chef's own court bouillon and served as a cascade on a paper lined picnic table.

## **Matanzas Buffet**

\$24.95 per person plus tax and gratuity

### **Maple Rubbed Salmon**

A hand cut 8 ounce Silver Salmon fillet grilled over an open flame and seasoned with sweet maple and topped with a tropical pineapple black bean salsa.

### **Baby Back Ribs**

Fallin' off the bone Southern style baby back pork ribs glazed with our homemade Southern Comfort Barbeque sauce.

### **Baked Rotini Pasta with Grilled Chicken**

Tri color rotini pasta sautéed with fresh mushrooms, garlic, artichoke hearts, sun dried tomatoes and parmesan cheese simmered in a sherry cream sauce. With grilled chicken breast.

### **Choice of any two sides:**

**House Mashed Potatoes, Sautéed Veggies, Sweet Potato Casserole, Collard Greens, Baked Beans, or Cheese Grits**

*Sodas, Coffee and Tea are included in this option!*

## **The North River**

\$19.95 per person plus tax and gratuity

### **Fresh Catch of the Day**

A hand cut fillet of our fresh catch of the day prepared to your liking either grilled over an open flame or seasoned with our own blackening spices and pan seared accompanied by vegetable and cheddar cheese grits.

### **Baked Rotini**

Tri color rotini pasta sautéed with fresh mushrooms, garlic, artichoke hearts, sundried tomatoes and parmesan cheese simmered in a sherry cream sauce topped with toasted bread crumbs.

### **North Beach Chicken**

Chicken breast grilled and topped with barbeque sauce, ham provolone and cheddar cheese.

### **Choice of any two sides:**

**House Mashed Potatoes, Sautéed Veggies, Sweet Potato Casserole, Collard Greens, Baked Beans, or Cheese Grits.**

*Sodas, Coffee and Tea are included in this option!*