

Policies & Billing

Deposit

- For wedding receptions: \$8.00 per person
- To secure Alexandria Room: \$8.00 per person
- For any other events: \$5.00 per person
- Taken off total bill.
- **Required to hold a specific date.** To change date, arrangements must be made one year prior to the originally scheduled date.
- Does **not** guarantee a specific room. Room space is determined by the number of guests. However, rooms can be bought out for an extra charge.
- **NO REFUNDS ON DEPOSIT.**

Billing

- The total bill is based on the final guest count and cannot be changed.
- Please make all checks payable to **Boardman Banquet Centre.**
- **3% will be added to total bill for all credit card transactions.**
- Applicable sales tax plus service charge (21% for buffets, 25% for sit-downs and offsite catering) will be added.
- Overtime charges (anything beyond 4-hour time slot):
 - \$250.00 per half hour
 - \$500.00 per hour
 - \$3.00 per person for each additional hour of bar service
- Additional charges:
 - Security: \$135.00 per officer for entire 4-hour time slot, \$85 per officer for each additional hour
 - Linens: \$0.95 per person
- **TOTAL BALANCE DUE 10 DAYS PRIOR TO EVENT.**

Food

- Menu must be finalized **30 days prior** to event.
- Antone's Banquet Centre must charge the prices listed due to increases in food cost.
- Food **prices are subject to change** due to fluctuating food costs up to 30 days prior to event.
- All food and beverages (with the exception of wedding cakes and cookies) must be purchased through Antone's Banquet Centre.
- Antone's Banquet Centre will supply any necessary take-home containers for the client at no extra charge; we are not responsible for take-home containers for guests
- Add \$1.50 per person to serve salad before buffet.
- Additional charges for cocktail parties with no dinner served.

Guests

- Guaranteed minimum number of guests is required upon booking.
- Final guest count is required 10 days prior to event. The count can always increase (up to 4 days prior to event) but can never decrease once it is given.
- Add \$1.00 per person for Saturday events with less than 200 guests.

Please Note:

- Antone's Banquet Centre is not responsible for any lost or stolen items.
- Antone's Banquet Centre is not responsible for failure to perform due to weather, fire, or utility failure
- The use of rice, confetti, glitter, etc. is prohibited inside and outside the premises.
- All decorations, including floral arrangements and centerpieces, must be removed immediately following the event. Extra charges will be added if the hall is left damaged or extremely dirty.
- Any ceiling decorations must be approved prior to set-up and must be set-up under staff supervision. The client is responsible for any damage to the hall.