



**Prices & Deposits:** Any available date of interest may be placed on a tentative hold for 24 hours. A non-refundable deposit is required to book all social and corporate events. Deposit payments may be made by cash, bank certified check, money order or personal check. A \$25.00 fee will be assessed for all returned checks. All payments must adhere to the payment schedule outlined in the contract with final balance due no later than 10 days before the event. No personal checks will be accepted for final payments. Prices are subject to change without notice. All Food and Beverage sales are subject to 6.25% sales tax.

**Final Guest Count:** A preliminary guaranteed guest count is required 10 days before your event with final confirmation to be no later than 72 hours in advance (this may be adjusted under special circumstances). This will be considered your minimum guarantee. No refund will be made should the actual number of guests attending fall below your minimum guarantee. All functions are subject to a 50 person minimum.

**Alcohol Policy:** Patrons or guests will not be permitted to supply their own alcoholic beverages. This includes small bottles of wine used for favors. No alcohol can be consumed on Casa Lucia property except in the room where the function is taking place. No alcohol may leave the premises at anytime. Casa Lucia and its employees reserve the right to restrict or refuse service to any persons they perceive to be intoxicated or disorderly. No one under the age of 21 will be allowed to consume or purchase alcohol. Also, all guests under the age of 30 will be required to show proof of age if they request an alcoholic beverage.

**Liability and Security:** We reserve the right to inspect and control all private functions. Casa Lucia shall not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior, during, or following any function. The function contact is responsible and shall reimburse Casa Lucia for any damage, loss, of liability incurred by the facility by any guests, persons, or organizations contracted by the customer to provide any services or goods for said function. A 15% damage waiver charge will be added for any event in which damage occurs. For certain functions, we reserve the right to require security services and this will be added to final bill. Casa Lucia does not assume responsibility for loss or damage to property brought on to the premises.

**Food Regulations:** Due to insurance regulations, Casa Lucia must provide all food and beverages with the exception of a cake. For the same reason, no food or beverage may be taken from the premises. There is a \$.50 per person plating fee for cakes brought in by our guests.

**Displays, Decorations, & Room Set-ups:** The host of the event will be allowed access to the room one hour before the start time of the event for decoration purposes. Napkin Colors are white. Overlays, Alternate Napkin Colors, and Chair Covers are available by special order at an additional cost. Inquire with the Function Manager for pricing and availability.