



Banquet Terms and Conditions: Isabella's Sunflower Room

1. A nonrefundable deposit of \$250 is required to confirm and save the date request. This \$250 will go towards the event once it occurs. Payments made with a credit card will have a 4% processing fee added to the deposit/payment.
2. Room fee charges for Sunflower Room located on the 1st floor in Isabella's restaurant:
 - Friday thru Sunday (lunch and/or dinner) \$500
 - Tuesday thru Thursday (lunch and/or dinner) \$250
 - All spaces are rented out for 3 hours. If you wish to increase the length of time for your event, additional time can be purchased for \$100 per half hour.
3. Room Capacity:
 - Maximum 30
4. Once the room is reserved, a menu and itemized agreement will be drawn up and agreed upon by the event manager and the host.
5. Thirty days prior to your event, the menu must be finalized and 50% of the total estimated bill is due.
6. Food and Beverage Minimums (this does **not** include room fee, alcohol, tax, and gratuity):
 - Friday thru Sunday \$1500
 - Tuesday thru Thursday \$1000
7. Isabella's requires 72 hours for cancellations of any event; Or: deposit and 50% of amount contracted will be forfeited.
8. All food and beverage will be provided by Isabella's.
9. Pricing is subject to change but will be guaranteed 30 days prior to the event.
10. All charges are subject to 6% Maryland sales tax and/or 9% Alcohol Tax assessed at 20% service charge.
11. Isabella's requires finalized menus and preliminary guest counts 30 days prior to the event date. Final guests count must be provided to the event manager 7 days prior to the event date.
12. For guarantees not confirmed, it is assumed the event count will be the last estimate recorded by the event manager. You will be responsible for paying that number or the number served, whichever is greater. Once the final guaranteed number is received, there will be no refunds for number of guests that do not show for the event.
13. Any guest attending the event that requests alcoholic beverages may be asked to provide proof of age. No alcoholic beverages will be sold or consumed by anyone under the age of 21. According to restaurant policy, side-profile picture ID's will **not** be accepted.
14. Final payment is due at the conclusion of the event and must be made in the form of cash or by credit card.
15. No confetti, no glitter, no confetti/glitter balloons. All real candles must be approved by event manager.



By signing here, I accept and understand fully all the terms and conditions of this deposit.

I authorize Isabella's to run my deposit for the below amount.

Customer signature:

Today's Date: _____

Event Date: _____

Start time of event: _____

Estimate number of guests: _____

Email address: _____

Phone # _____

Event coordinator signature:

Event space: _____

Please fill out if using a credit card for your deposit. The authorization is for the event manager.

If you are paying cash, check or money order, please write your payment method next to the deposit account.

Total deposit: _____

Name as it appears on the credit card: _____

Card type and credit card number: _____

Expiration date: _____

Security code: _____

Zip code: _____

Authorization: _____