



BANQUET TERMS & CONDITIONS

Isabella's Taverna & Tapas Bar - Sunflower Room

1. A non-refundable deposit of \$250 is required to confirm and save the date requested. This \$250 will be applied to the event balance once it occurs. Any deposit/payment not made in person with a credit card will have a 4% processing fee added.
2. Room fee - Sunflower Room
 - Friday thru Sunday \$500
 - Monday thru Thursday \$250
 - All spaces are rented for three 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:
 - Minimum 16 | 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. Food and Beverage Minimums (this does **not** include room fee, alcohol, tax, and gratuity):
 - Friday thru Sunday \$1500
 - Monday thru Thursday \$1000
6. Isabella's requires 72 hours for cancellations of any event; Or: deposit and 50% of amount contracted will be forfeited.
7. All food and beverage will be provided **only** by Kios Restaurant Management Group. All non-consumed food remains the property of Isabella's.
8. Pricing is subject to change but will be guaranteed 30 days prior to the event.
9. All charges are subject to 6% Maryland sales tax and/or 9% Alcohol Tax assessed at 20% service charge.
10. Thirty days prior to your event date, Isabella's requires a preliminary guest count, a finalized menu, and a 50% deposit of the estimated total.
11. Final guests count must be provided to the event manager 7 days prior to the event date. If the final guest count is not confirmed, the last recorded estimate will be used, and you will be responsible for paying for that number or the number served, whichever is greater. Once the final guaranteed number is received, there will be no refunds issued for any reductions in guest count or no-shows.
12. Any guest requesting 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.
13. Final payment is due at the conclusion of the event and must be made in the form of cash or by credit card. Initial deposits can be paid by check, cash, or credit card. Checks must be made payable to 'Kios LLC'.
14. No confetti, glitter, or confetti/glitter balloons are allowed. All decor must be approved by event manager.



I have read and agree to the following terms and conditions:

A non-refundable deposit of \$250 is required to confirm an event at Isabella's. Any deposit/payment not made in person with a credit card will have a 4% processing fee. Isabella's has a food and beverage (F&B) minimum that must be discussed with the Event Coordinator. This minimum must be met for all events (excluding room fee, alcohol, tax, and gratuity). If the minimum is not met, the difference will be added to the final bill. Any cancellations within 72 hours of the event will forfeit the deposit and 50% of the contracted amount. All food and beverage will be provided only by Kios Restaurant Mgmt. Group. Any non-consumed food remains the property of Kios Restaurant Mgmt. Group. Pricing is subject to change but will be guaranteed 30 days prior to the event. All charges are subject to a 6% Maryland sales tax and/or a 9% Alcohol Tax, along with a 20% service charge. Groups requesting a sales tax exemption must provide a certificate prior to the day of the event. For most events, finalized menus, preliminary guest counts, and a 50% deposit of the estimated total are required 30 days prior to the event date. The final guest count must be submitted to the Event Coordinator at least 7 days before the event. If the count is not confirmed, the Event Coordinator will use the most recent estimate on file, and you will be charged for that number or the number of guests served, whichever is higher. Once the final guaranteed number is provided, no refunds will be issued for any reductions in guest count or no-shows. The minimum guest count is 16; if your final count is below 16, you will be charged for the minimum of 16 guests. Final charges will be based on the actual number of guests served or your guaranteed number, whichever is greater. Any guest attending the event and requesting alcoholic beverages may be asked to provide proof of age. No alcoholic beverages will be sold to or consumed by anyone under the age of 21. Side-profile picture IDs will not be accepted as valid identification. Final payment is due at the conclusion of the event and must be made in cash or by credit card.

Print Name: _____

Customer Signature: _____ **Date:** _____

Date of Event: _____ **Start Time:** _____ **Estimated # of Guests:** _____

Email Address _____ **Phone #:** _____

Event Type: _____

Event Coordinator
Signature: _____ **Date:** _____

Please fill out if you will be using a Credit Card for your Deposit.

Total Deposit: _____

Name as it appears on the Credit Card: _____

Credit Card Number: _____

Expiration Date: _____ **Security Code:** _____ **Zip Code:** _____