



Planning Guidelines

Menu Prices

All menu prices are per person unless otherwise noted. Prices are subject to change but will be guaranteed on all signed event information stencils within 90 days of scheduled event. Our menu prices do not include tax, service charge or room rental if applicable. We will be happy to discuss customized menus to suit individual needs.

Menu Selection and Guarantee

In order for Naples Botanical Garden to ensure the availability of all chosen items, your menu selection should be submitted to the Catering Sales Manager two weeks prior to the function date. The number of guests attending must be confirmed with the Catering Sales Manager by noon (five business days) prior to the function. This number will be considered a guarantee, not subject to reduction, and charges will be assessed accordingly. If no guarantee is received, the original number expected will be used as the guaranteed number of guests.

Food and Beverage

All food, liquor, beer and wine must be supplied and prepared by Naples Botanical Garden and may not be removed from the premises. Naples Botanical Garden has food and beverage revenue standards (exclusive of tax and service) which may vary based on the space required for the event and by the date, day and time of your function. If the actual food and beverage revenue falls below the standard, 100% of the difference will apply. If the actual food and beverage revenue meets or exceeds that standard, there is no additional charge.

Tax and Service

All food and beverage is subject to an 22% service charge and applicable sales tax, which is currently 6.0065% on food and miscellaneous and 6.0065% on liquor. There is an Event Supervisor charge of \$30.00 per hour for the length of the event. Additional gratuities may be added at your discretion for exceptional service.

Deposits and Payment Terms

In order to reserve your date and space, a non-refundable deposit and signed contract are required. All events must be prepaid five business days prior to the function. Direct billing arrangements for corporations may be approved through our credit department. A credit application must be received no later than 30 days prior to the function date. If extended payment is approved, all monies must be paid within 10 days of the functions; if balance is not paid within 30 days, a finance charge of .66% per month (8% annually) will apply.

Theft and Damages

Patron agrees to be responsible for any damage to or the theft of furniture, fixtures, equipment, table accessories or other property by the patron's guests, invitees, employees or other individuals responsible to the patron. Naples Botanical Garden will assume no financial responsibility for damaged or stolen property brought to the facility by patron or patron's guests.

Cancellation

Cancellation of an event is subject to payment equivalent to 100% of the contracted food and beverage revenue standard. Any costs incurred by Naples Botanical Garden on behalf of your function are your full responsibility. In case of cancellation, you will be charged for these non-refundable expenses.

Additional Charges

Additional charges through Naples Botanical Garden may include Valet Services; Coat Check; Florals; Decorations; Audio Visual Equipment; Sound and Light Technicians; Security; Rentals; Music and Entertainment; and Business Needs such as faxing or copying.

Food prices do not include tax or service

naples botanical garden

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page 1