



4941 Commercial Drive  
Yorkville, NY 13495  
(315)736-4074

1. **CONTRACT and DEPOSIT:** A signed Private Dining Contract and a one hundred dollar (\$100.00) nonrefundable deposit are required to guarantee the room. Deposits are accepted in check or credit card form. Neither will be used or charged until the day of the event.
2. **CANCELLATIONS:** Deposits are refundable if the reservation is canceled one week prior to the reservation date.
3. **MENU SELECTION:** Please refer to the banquet menu. The menu selection may be modified for dietary restrictions.
4. **GUEST GUARANTEE:** A minimum of 20 people is needed for any event. For all functions, Symeon's must have a guest number confirmation 2 days prior to function date. Symeon's will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within 2 days prior to function date, Symeon's will consider the original expected guest number on the contract as the final guest count. Anything less than 20 people will no longer be considered a banquet and will not be subject to a private room (this change must be made 2 days prior to function date). A minimum of 20 adult meals will be paid for, if the count falls below 20 on the day of the event.
5. **HOURS:** Finish time is 3 hours from the start of the event. All lunch banquet's must be vacated by 4pm.
6. **TAX AND GRATUITY:** A 20% service fee and 8.875% sales tax are added to all banquet functions.
7. **SEPARATE CHECKS:** Separate checks will not be permitted by individual consumption. We will take multiple forms of payment at equal separation.
8. **DECORATIONS:** Only table decor is permitted- EXCLUDING GLITTER. No wall-hangings, banners, posters, ect,.

We thank you for picking us to host your special event. We are available for you with any questions or concerns you may have. Please reach out to one of our managers if you need anything leading up to your event.



Today's date: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_

Room: \_\_\_\_\_

Price Per Person: \_\_\_\_\_

Offer Dessert: \_\_\_\_\_

Cake and/or Gift Table: \_\_\_\_\_

(If space allows)

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

This Banquet Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and Symeon's. The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and; the preceding page by signing and dating below the undersigned accepts this contract and agrees to comply with same."

**Organizer's Signature:** \_\_\_\_\_

**Manager's Signature** \_\_\_\_\_