

## PAYMENT SCHEDULE

A RESERVATION date is secured when the *Booking Agreement* is signed, and the Initial Payment is made. Patron agrees to make the following payments:

1. Initial Payment at Booking: Total Venue Fee
2. 180 days Prior to the Event: One-half of the required Food & Beverage Minimum
3. 90 days Prior to the Event: Balance (1/2) of required Food & Beverage Minimum
4. 14 days Prior to the Event: Balance Due for all Food and Beverage  
A la Carte Services Contracted  
22% Service Fee  
6.75% Sales Tax  
Up to \$2,000 Refundable Damage Deposit  
Contracted Liaison Services

### INITIAL PAYMENT

At the time of booking, Patron shall pay the INITIAL PAYMENT equal to the Venue Fee. The INITIAL PAYMENT reserves the venue and will be credited to the venue fee. It is NON-REFUNDABLE. If the reservation is cancelled and Patron reschedules the event to a date that is within 18 months of the original date and if the original date is rebooked with minimum food and beverage, then in the sole discretion of THE OAKS, a portion of the deposit may be credited to the rescheduled event. If the event date is less than 180 days after booking, then the Venue Fee and one-half of the Food & Beverage Minimum are due at booking.

### 180-DAYS PRIOR TO EVENT PAYMENT

180 days prior to the event, Patron shall pay one-half of the Food and Beverage Minimum due. This payment is **NON-REFUNDABLE**. Failure to make this payment will void the reservation and release the date for rental.

### 90-DAYS PRIOR TO EVENT PAYMENT

90 days prior to the event, Patron shall pay the balance (one-half) of the Food and Beverage Minimum. This payment is **NON-REFUNDABLE**. Failure to make this payment will void the reservation and release the date for rental.

### 14-DAYS PRIOR TO EVENT PAYMENT

14 days prior to the event, a guaranteed minimum number of guests will be determined. The 14-day payment for food and beverage will be based upon this guaranteed minimum or the Food and Beverage Minimum, whichever is greater, and this amount is due **IN FULL**, as well as all rental fees, a la carte services, 22% administrative/service fee, 6.75% sales tax, any contracted liaison services, and the agreed upon damage deposit. Patron may increase the guest count or add services up to 10 days prior to the event and shall make payment immediately for these additional services. In no event, will there be a reduction in the number of guests, or the services contracted after 14 days.

## DAMAGE DEPOSIT

The Damage Deposit will be assessed against any damages and unusual cleanup. The damages will be assessed within the next week of the event, and if there is no extraordinary wear and tear, clean-up costs or other damages, the deposit will be voided. The damage deposit will be paid by a separate check and the return may be made by voiding the check. If Patron wishes the cancelled check to be returned, he/she must provide a self-addressed stamped envelope with the deposit when it is made. The Customer will be notified of damages within 48 hours of their discovery. Assessments will be made, and all balances due will be refunded to the Customer within two (2) weeks of the event. If there are deductions, the balance will not be returned until damages are fully determined and fully assessed.

## CANCELLATION

All cancellations must be in writing. The non-payment of the Initial Deposit and other scheduled payments is cause to void this agreement and release the event date. Time is of the essence in the making of all payments due. All payments made up to the cancellation date are **NON-REFUNDABLE**.

## METHOD OF PAYMENT

Cash or Check is preferred. If payment is made by credit card, the following fees will be applied: Master Card, Visa, Discover - 2% Finance Charge; AMEX - 4% Finance Charge.

