



PRIVATE EVENTS BY BUCKHEAD LIFE
WEST PACES FERRY ROAD • BUCKHEAD

GENERAL BANQUET INFORMATION

Guarantee

A preliminary number of guests is due 2 weeks (10 business days) prior to your event.

A final guarantee of the number of guests is due three business days prior to your event.

Otherwise, you will be charged for the preliminary number of the guests or as stated on your Private Dining Agreement.

We will be able to accommodate 5% more than your guaranteed number of guests.

Food and Beverage Minimum, Room Assignments

There are food and beverage minimums, which vary depending upon the size of the room. They are non-inclusive of service charge and tax. Meetings may be subject to room rental fees.

We will honor your preferred room selection.

However, we reserve the right to change the room and make adjustments based on space requirements, with a proper notification of the client.

Service Charge and Tax

There is a 22% taxable service charge, or minimum service charge applied to food, beverage and audio/visual equipment.

A minimum taxable service charge for breakfast or lunch is \$150.00 and dinner is \$250.00.

8.9% sales tax applies to the total bill. Liquor also incurs a 3% liquor tax.

Cancellation

If an event is cancelled over 90 days prior to the scheduled date of the event, the deposit is non-refundable.

If an event is cancelled within 90 days of the event, there will be additional cancellation fees as noted on the Private Dining Agreement.

Menu and Pricing

Final menu selections should be made no later than **four weeks prior** to an event and no sooner than **three month out**, in order to guarantee the selections and prices.

We are happy to provide dietary substitutions upon advance request.

Parking

Valet services are 1.50 per person, payable by the host.

Audio/Visual Equipment

We will assist you with any audio/visual needs that you have or you may bring in your own equipment.

Audio/visual equipment is subject to rental fees.

Wireless Internet Access is Complimentary.

Décor

White or black linen and a small bud vases of flowers are complimentary for all events.

We will assist you with ordering any specialty linens, floral arrangements, staging, etc.

Specialty linens order has to be finalized 10 days prior to the event to avoid extra shipping or restock fees.

Attachment of any décor to walls or ceiling is prohibited. Confetti canons, fog or haze machines are not allowed.

Building and assembly of décor items on-site must be pre-approved.

Entertainment

Entertainment must be approved through 103 West. There are no "Green Rooms" at 103 West.

It is our pleasure to assist in arranging any entertainment needs for your event.

Vendor Guidelines

We will gladly assist with the arrangements of all/any outside vendors.

Vendor may only deliver and pick up items within the contracted hours for the event. Vendor access time is two hours prior to the beginning of the event, break down is to follow immediately after the end of the event, including all trash, not to exceed one hour.

There is a 200. per hour charge for additional set up and/or break down time.

Please contact your Event Sales Manager to schedule all deliveries and pick up.

Miscellaneous Charges

Hosted bar set up 75. Bartender Fee 150/each. Dance floor 275. Place Cards 1.50/each. Piano Rental and Tuning 175.

Security Guard – 150. Coat Check Attendant 125. Bathroom Attendant 125.

Chef Attended Station 125. 1. per person for White-Glove Service

5. per person Cake Cutting Fee for all cakes brought to the premises.