



## Facility Information

The Springfield is a full-service facility. We provide catering and alcohol. No outside food or beverages are permitted, except cakes (birthday, wedding, cupcakes, etc.), other desserts (candy, cookies, etc.) and party favors.

### Facility Fee & Event Deposit

For the banquet menu, the facility fee is \$500 plus \$8 per person for a 5-hour event. For the other menus, the facility fee is \$300 plus \$5 per person for a 3-hour event, with the exception of the Class Reunion menu which has the facility fee built into the per-person price. If you'd like your event to go longer, each hour is an additional \$200.

- a. If you'd like your wedding ceremony in the hall, there is an additional charge of \$250.00 for a 30-minute ceremony, and \$300 for a 60-minute ceremony. Normally an area for the ceremony is set up at the end of the dance floor, with some aisle seating added - most guests will sit at their tables, or stand. For smaller ceremonies, we may be able to provide separate seating off to the side of the main dining area. You are required to provide your own officiant.
- b. If you'd like your wedding ceremony in the hall, there is an additional charge of \$250.00 for a 30-minute ceremony, and \$300 for a 60-minute ceremony. Normally an area for the ceremony is set up at the end of the dance floor, with some aisle seating added - most guests will sit at their tables, or stand. For smaller ceremonies, we may be able to provide separate seating off to the side of the main dining area. You are required to provide your own officiant.
- c. A contract must be signed and a deposit given in the amount of the facility fee to hold any date.
- d. Under normal (non-COVID) circumstances, the deposit is non-refundable, although you can reschedule the event within 3 months. If your event cannot be held because of restrictions put on restaurants / event venues due to COVID-19 (or any other emergency declared by the government), your deposit is fully refundable. If the banquet hall is shut down by the state within the 10 days prior to the event, a full refund of deposit and final payment will be provided.

### Facility Fee Includes...

We will provide:

- a. Tables: guest tables, gift table(s), cake table, and buffet tables, as required
- b. Chairs (banquet pricing includes chair covers - other menus have uncovered chairs unless covers are rented)
- c. Linen tablecloths, and napkins in your choice of ivory, white, or black (linen napkins are used for weddings – most other events use cloth-like paper napkins).
- d. Serving ware (chafing dishes, serving utensils, etc.)
- e. Servers and bartenders
- f. Use of our main parking lot and shuttle (the shuttle and satellite parking are only used for larger events). Please instruct your guests to drop passengers off at the door before parking. This is a residential area, and street parking is already very limited. Maps with instructions are available on the Parking page of our web site in PDF form so they can be printed and handed out or emailed to guests. If the satellite parking lot is in use, our driver will shuttle people between the satellite lot and the hall – and will be available throughout your event to take people back as needed.
- g. For banquets, salads are served to the tables plated (they're on the buffet table for other menus). In addition to the normal dinnerware, charger plates are provided for buffet meals, as are bread plates, and bread knives. Buffet meals for banquets are served.
- h. We set up and clean up equipment and décor provided by us.

### Contracts

There will be separate contracts for the following items

- a. Food catered by The Springfield - No outside food is allowed with the exception of dessert items such as cakes, cupcakes or cookies; and favor items such as candy.
- b. Bar Service provided by The Springfield - No outside alcohol or beverages are permitted.
- c. Additional Optional Items
  - i. Table Overlays (\$4 each)
  - ii. Chair Covers (\$2 each – included in Banquet Menu facility fee)
  - iii. Chair Sashes (\$2 each)
  - iv. Lantern Centerpiece (\$5 each)
  - v. Floating Candles Centerpiece (\$8 each)
  - vi. Duck Centerpieces (\$4 each)
  - vii. Tea light Candles (\$0.25 each)
  - viii. Wine Bottle Centerpieces (no charge)

### ***Smoking***

This is a non-smoking facility. This includes the Deck Area as well. Smokers may exit and smoke in front of the building, disposing of ashes and cigarette butts in the receptacles provided. Alcoholic drinks are permitted on the deck, but may not be taken out the front door.

### ***Final Count & Payment***

For events other than funerals, a final count of guests and all menu selections for your event is due 10 calendar days before the event, along with your final payment in the form of cash, cashier's check, or money order. Personal checks will be accepted no later than 20 calendar days before the event, as long as the check clears before 10 days prior to the event.

### ***Decorations***

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- a. NO decorations can be hung from the ceilings
- b. Wall decorations are permitted if they can be hung using 3M Command hooks. The renter provides the hooks, and The Springfield staff will adhere them to the walls (but never to any finished wood).
- c. No taper (drippy) candles, open candles, or sparklers are permitted
- d. Absolutely no glitter, confetti, silly string, or pyrotechnic party favors
- e. Balloons must be weighted to avoid interference with fans and lighting equipment
- f. All decorations must be removed at the conclusion of your event

### ***Event Insurance***

You are responsible for damage to the facility (including the parking lot) by you or one of your guests during the event. In order to protect yourself and our facility we recommend you obtain event insurance – it's much less expensive than the cost of even the smallest repair. You can shop for this, but our research indicates that Progressive seems the most economical (<https://www.progressive.com/special-event-insurance>). If you are a homeowner, you should also check with your homeowner's insurance company to see if coverage (with the liability limits listed below) can be obtained through them - it may be a less expensive option.

- a. Please provide a Certificate of Insurance once it is obtained, at least 30 days prior to your event
- b. You must name Hidden Castle Banquets LLC as "additional insured"
- c. Insurance must include General Liability and Liquor Liability (for events where any liquor will be served)
- d. Limit must be \$1,000,000 (this is the most commonly selected amount when obtaining a quote)

### ***Tax & Gratuity***

- 6% sales tax and a 20% service charge will be added for all food items (sales tax, but not the service charge, also applies to the bartender fee)
- The facility fee is not taxable, nor is it subject to the 20% service charge
- Alcohol is not taxable, nor is it subject to the 20% service charge

### ***Entertainment***

You are responsible for your entertainment in the form of a professional DJ or Band. No iPod, boom box, or other personal music playback is permitted. This is a required due to copyright laws. If you do not wish to get a DJ, we can provide background music at no cost via a streaming channel from our Sirius XM Business account.

### **Final Payment**

Final payment is due 10 days before the event in the form of Cash, money order or Cashier's check (Payable to Hidden Castle Banquets, LLC). Final payment can be made by personal check more than ten days in advance if there is sufficient time for the check to clear by 10 days prior to the event.

### **Emergency Restrictions**

There's no way to predict if COVID-19 or other emergency restrictions for restaurants / event venues will be in place at the time of your event. If so, we will be required to comply with those restrictions. Assuming any future restrictions are similar to the "green phase" restrictions published in June 2020, these are some of the special considerations that we expect would have to be followed:

- a. *Please try to reduce the number of at-risk guests; for example, elderly, those with immunodeficiency conditions, and those with respiratory or other serious health problems.*
- b. *Hall occupancy is limited to approximately 114 guests (including yourselves, the DJ, photographers, etc, but not counting our staff), depending on the layout of the tables (which would be required to be spaced 6' apart, measured from the backs of guests).*
- c. *In order to accommodate the most guests, we will place 10 persons per 6' round table, and 8 persons per 5' round table. With this seating, there would not be enough room at the tables for family-style service – so a buffet must be used.*
- d. *When developing your seating chart, please try to keep people from the same household together, and minimize the mixing of local with out-of-town guests.*
- e. *Guests must be instructed to remain at home on the day of the event if they are showing any signs of illness associated with the virus.*
- f. *We are required to have a manifest of guests at the event, including name and city of origin. Please provide us with this information 10 days before the event, and we can manually change the list as needed to reflect who is in the hall on the day of the event.*
- g. *You must keep in touch with your guests for at least 14 days after the event, and let us know immediately if anyone has shown any symptoms during that period (we don't need to know names, just symptoms). At the very least, please contact us after 7 and 14 days, even if it is to report no symptoms.*
- h. *We will keep in contact with our staff and report to you immediately if any of them display any symptoms within 14 days after the event. You should provide this information to your guests*