

*German's Villa*  
Phone 440-967-1770  
Fax 440-967-2441

3330 Liberty Ave  
Vermilion, OH 44089

## **Answers To Frequently Asked Questions: 2011**

### **Beverage service:**

Please see our beverage service to get prices and the bar of your choice. Note that German's Villa will act as a responsible host and we reserve the right to limit consumption. We also reserve the right to check ID's and we will not serve underage guests. Please respect the signs located by the exits.

### **Menus:**

Please submit your final menu to our staff at least 60 days prior to your event. We will gladly assist you in the selection of your menu. While our menu lists many of the more popular items available, we will be happy to customize a menu that fits your particular needs. Once you have met the minimum guarantee in adults, please let us know how many children will be attending, so that we may set places for them. Luncheon meals must be served no later than 1:30pm. Dinner meals must be served no later than 7:30pm.

### **Outside Foods:**

We do not allow any outside foods to be brought in-with the exception of professionally prepared special occasion cakes and pastries. Any pastries brought in must be on ready to serve trays. Both cakes and pastries that you bring must be accompanied by your own service items. (paper plates, napkins ,etc..)

### **Set-up/Clean-up:**

Good news! We take care of these chores. There is no additional charge unless a non-standard floor plan is requested or damages are involved. For instance, if you are having a wedding in the same hall as the reception, the **additional set-up charge is \$100.00.** Any equipment rental is available for an additional rental fee.

### **Decorations:**

We provide a lighted centerpiece for each of our dinner tables at no additional charge. We are happy to put out any pre-assembled favors, decorations, centerpieces, centerpiece enhancements, programs, etc.. that you drop off at least 2 days in advance of your event. Make sure you include written (detailed) instructions for each item (i.e...."put at each place setting" or "for head table"). **Please make sure that any items brought in are clearly labeled with your event name and event date.** We do have some restrictions concerning decorations brought in. Before you purchase or make something you may not be able to use, please contact our office for advice.

1. No wax candles may be brought in (floating candles may be an exception).
2. Helium balloons may not be held down by granular substances (sand, gravel, etc..)
3. No confetti or bubbles are allowed. An additional \$100.00 cleaning fee will be incurred if you do so.

### **Linens:**

We provide white linen tablecloths for events ordering meals from our evening dinner menu. Breakfasts, Luncheons, non-profit or discounted dinners are served white table liners. If you wish to have linen tablecloths for these events, we will be happy to provide them at an additional \$2.00 per linen charge. We provide white skirting for the head table, cake table, buffet table, 2 display tables, and a gift table at no additional charge. While our quantities are limited, we do our best to coordinate one or more colors of linen table napkins for your event. Additional skirted banquet tables are available for \$12.50 per table.

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### **Security:**

We recommend that evening high school events with dancing bring in 2 security guards per event. You may hire a security guard through our local Police @ (440) 967-6116.

### **Coat Check:**

We provide a coat check attendant for all weekend evening parties larger than 100 guests between October 1<sup>st</sup> and April 30<sup>th</sup>.

### **Rentals:**

Our p/a system, 1 microphone, and 1 podium are available to you free of charge. You may bring in other audio/visual equipment or have us provide it for you at an additional charge.

If additional table stemware is requested (wine or champagne glasses) for toasting, a charge of .50 p.p. is charged. (Does not apply to glassware supplied over the bar.)

**We require your guarantee of attendance at least 10 days in advance of your event.** The room minimum becomes this number if you fail to call in. You must pay for the guaranteed number of guests even if fewer guests attend. You must pay for the room minimum if your reported guarantee is below the room minimum. We provide meals for five percent (5%) above your guarantee. You will be charged for extra meals if the number of guests in attendance exceeds your guaranteed number of guests. Notation for Wedding Events: The number of "Yes" responses you receive will probably be 65% to 75% of the total number of guests you invite. Remember: You Must pay for the room minimum if your reported guarantee is below the room minimum. Once count is given, you may add on, but you may never deduct from your count.

### **Room Rentals and Restrictions:**

Room availability for your proposed use is allowed at the discretion of German's Villa Management. You may extend the hours of your event with prior authorization by our office staff at the rate of \$100.00 per half hour. Supplies used during the extension incur additional charges. Please note that our doors close on Sundays no later than 4pm and on evenings no later than 1am.

### **Cancellations:**

Cancellations by either the customer or by German's Villa up to the date exactly six (6) months in advance of the event must be given written notification. Any hall rental fee paid will be refunded up to that time.

Cancellations by either party which take place less than six(6) months in advance of the event but more than one(1) week prior will incur a penalty equal to but no more than the amount of the hall rental fee.

Cancellations by either party which take place less than one (1)week prior to the event will incur a penalty of \$500.00 in addition to the room rental fee.

**Payment:**

Your hall rental fee is due the day you book your event. You are required to pay for the entire charges incurred for your event, including beverage supplies, services, meals, hall rental fee, and any other services and/or supplies requested, as well as any damages incurred by your guests. **The "Balance Due" for your event is due 72 hours prior to your event.** "Business" accounts can be set up in our office. We accept **cash, Certified Check , or Bank Money Order, and \*Visa and Mastercard\*.** **\*We have to charge an extra 3% to all credit card transactions\*.**In the event that any damages have been incurred (I.e....damages to linens, decorations, tables, chairs, fixtures, building, grounds, etc..) reimbursement for the full replacement value of damaged or stolen articles must be made within 30 days of the event.

I have read the above information and acknowledge that I am financially responsible for the

\_\_\_\_\_ event to take place on \_\_\_\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

The deposit for this event will be non-refundable after  
\_\_\_\_\_ X \_\_\_\_\_ (initial)

## Hall Rental Fees and Guarantees

	<b>Weekday</b>	<b>Weekday</b>	<b>Weekday</b>	<b>Fri-Sun</b>	<b>Fri-Sun</b>	<b>Fri-Sun</b>
	<b>7am-11am</b>	<b>Noon-4pm</b>	<b>6pm-10pm</b>	<b>7am-11am</b>	<b>Noon-4pm</b>	<b>6pm-11:45pm</b>
<b>West Hall Rental Fee</b>	\$75.00	\$75.00	\$150.00	\$150.00	\$150.00	\$450.00
Minimum Guarantee	25 Guests	25 Guests	25 Guests	50 Guests	50 Guests	75 Guests
Maximum Guarantee	170 Guests	170 Guests	170 Guests	170 Guests	170 Guests	170 Guests
<b>East Hall Rental Fee</b>	\$125.00	\$125.00	\$225.00	\$225.00	\$225.00	\$600.00
Minimum Guarantee	75 Guests	75 Guests	75 Guests	75 Guests	75 Guests	175 Guests
Maximum Guarantee	275 Guests	275 Guests	275 Guests	275 Guests	275 Guests	275 Guests
<b>Ballroom Rental Fee</b>	\$250.00	\$250.00	\$350.00	\$350.00	\$350.00	\$900.00
Minimum Guarantee	250 Guests	250 Guests	250 Guests	250 Guests	250 Guests	250 Guests
Maximum Guarantee	500 Guests	500 Guests	500 Guests	500 Guests	500 Guests	500 Guests

**\*\*\*ALL PRICES ARE SUBJECT TO CHANGE WITH NOTICE**

**HALL RENTAL FOR MONDAY-SUNDAY BREAKFAST AND LUNCHEON EVENTS INCLUDES:**

**Standard Set-Up and Clean-Up, Vinyl Table Liners, Disposable Table Service, Servers, 4 hours of Hall use.**

**HALL RENTAL FOR FRIDAY –SATURDAY EVENING INCLUDES:**

**Deluxe Set-Up, White Linen Tablecloths, Linen napkins in your choice of colors, White dinnerware, glassware, silverware, we cut your wedding cake at no additional charge, Servers, 6 hours of Hall use.**