

Copper Falls Banquet and Private Dining

Contract/Information

Reservations, Deposits & Payments

Receipt of a signed contract and deposit will secure the date(s). A deposit is required to confirm your reservation in the amount of \$300.00 per room (\$1000.00 for receptions and rehearsals). The deposit is refundable up to three (3) days after the initial reservation this deposit will be deducted from the balance due at the conclusion of the event (balance for receptions due 30 days prior to the event, with any remaining balance due at the conclusion of the event). Your deposit is non-refundable if event is canceled. If you cancel less than 48 hours to your event, you will be charged 100% of the total bill.

Guarantees & Minimums

Copper Falls has a minimum food charge of:

(Call banquet department for off season promotions)

North and South Rooms seating up 162 guests

	Sunday – Thursday	Friday	Saturday
Daytime	\$750.00	\$750.00	\$2000.00
Evening	\$1000.00	\$1500.00	\$4000.00
Midday	\$1500.00	\$2000.00	\$6000.00
All Day	\$1000.00	\$1000.00	\$4000.00

South Room (up to 90 guests) or North Room (up to 50 guests)

	Sunday – Thursday	Friday	Saturday
Daytime	\$500.00	\$500.00	\$1000.00
Evening	\$750.00	\$750.00	\$3000.00
Midday	\$1000.00	\$1000.00	\$4000.00
All Day	\$750.00	\$750.00	\$3000.00

Event Time Frames

	Sunday – Thursday	Friday – Saturday
Daytime	9am – 4pm (4hrs max)	9am – 4pm (4hrs max)
Evening	6pm – 10pm(4hrs max)	6pm – 11pm(5hrs max)
Midday	2pm – 10pm (6hrs max)	2pm – 11pm(6hrs max)
All Day	9am – 4pm (8hrs max)	9am – 4pm (8hrs max)

A guaranteed minimum head count and menu choice is required one week prior to your event date (30 days for receptions/rehearsals). Final billing will be based on this number or the actual number of guests that attend the function, whichever is greater. Any special arrangements made through Copper Falls (i.e. audio-visual equipment, specialty cakes, floral arrangements, etc) must be paid for in full at the conclusion of the event (30 days prior for reception).

The final bill is due at the conclusion of the event (Estimated payment for weddings/receptions is due 30 prior to the event with the final bill due the day of the event.). Personal and business checks are not accepted.

Menu Selections

Menu selections should be confirmed one week prior to your event date (30 days for receptions). No food or beverage may be consumed in the restaurant other than provided by Copper Falls or a licensed bakery. Due to health code regulations, food may not be removed from the facility. No beer, wine or alcohol may be removed from the event space. The final bill is subject to 20% gratuity and applicable sales tax.

Service Charges

A \$5.00 per person service charge is assessed, this charge provides linen, china, silverware, glassware, lamps with candles, non alcoholic beverage, bar fees, and dessert plating fees (add \$1.00 per person for a dance floor).

An \$8.00 per person service charge is assessed for receptions, this charge provides linen, china, silverware, glassware, lamps with candles, non alcoholic beverage, bar fees, champagne toast, dessert plating fees and a dance floor.

Wedding Ceremonies

Copper Falls offers a tranquil setting overlooking water features which is available for wedding ceremonies for a fee of \$800 (additional charges apply if a tent is requested). We do supply chairs for up to 150 guests.

Stipulations

You will be responsible for the behavior of your guests, including payment for any damages resulting from guest behavior. Copper Falls is not responsible for loss or damage to any property brought into or left in the restaurant by an organization or its guests.

Copper Falls does not allow anything to be attached to the walls, confetti, glitter, rice, rose petals, or birdseed. A \$50.00 charge will be assessed if any of the above are used in the banquet facility.

Non-Payment

Under Washington Law, any person who willfully obtains food or beverage at a restaurant without paying, with intent to defraud the proprietor, is guilty of a crime. In the event of non-payment, Copper Falls will enforce its full legal remedies in accordance with applicable laws.

I authorize Copper Falls to charge my credit card in the amount of \$300.00 per room reserved (\$1000.00 for wedding receptions). My credit card number is _____, with an expiration date of ____/____. This deposit is to reserve one of the banquet areas and is no longer refundable after 72 hours (3 days). This card can also be used for any remaining balances due the day of my event, damages, or for events cancelled within 48 hours of the banquet date.

Name as it appears on the card: _____

Billing Address: _____

A signature below indicates that you have read and agree to the terms of this agreement as outlines in the two pages above.

Signature: _____

Date: _____

Please print name: _____

Phone Number: _____

Room Reserved: _____

Event Date and Time: _____

Number of Guests Attending: _____

