

We would like to thank you for taking the time to consider us for your very special event. At The Venice Plaza we realize just how important your affair is to you, and will make every effort to make you feel welcome and confident that your event will be an outstanding affair.

In an effort to learn more about how to better serve our customers we have provided this very short questionnaire to assist us in achieving our ultimate goal.... **"Complete Customer Satisfaction"**

So please take a minute and complete the following questionnaire.....

Today's Date \_\_\_\_\_ Planned Wedding Date \_\_\_\_\_ Approx. # of Guests \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**Have you or anyone in your family ever attended an event at Venice Plaza?** \_\_\_\_\_

**What factors are most important in making your selection?**

*Please rate in order of importance.*

*(1 being most important)*

**Appearance of Facility** \_\_\_\_\_

**Appearance of Banquet Room** \_\_\_\_\_

**Cleanliness** \_\_\_\_\_

**Quality of Food** \_\_\_\_\_

**Courtesy/Professionalism of Sales Staff** \_\_\_\_\_

**Amenities/Bridal Suites, etc.** \_\_\_\_\_

**How did you hear of The Venice Plaza?**

Attended an event \_\_\_\_\_ Someone referred you \_\_\_\_\_ Our Billboard \_\_\_\_\_ NJWedding.com \_\_\_\_\_

South Jersey Weddings \_\_\_\_\_ The Knot Wedding Pages \_\_\_\_\_ The Knot Web Site \_\_\_\_\_

Elegant Weddings \_\_\_\_\_ V.I.P. Magazine \_\_\_\_\_ Newspaper \_\_\_\_\_ Venice Web Site \_\_\_\_\_

Other \_\_\_\_\_

Banquet Manager \_\_\_\_\_

## ***General Information***

Venice Plaza has established a tradition of excellence in the banquet business, which is second to none. Our attention to detail, concern for the customer, and our more than forty years of experience in the hospitality business, assures you that your function will be an outstanding affair.

### ***Hours of Events***

***All Saturday events have specific starting and ending times. These times follow:***

***Afternoon Events ...all Saturday afternoon events must end by 5:00 PM***

***Evening Events ...all Saturday evening events in the Patricia Room must begin at 5:00 PM  
...all Saturday evening events in the Rose Room must begin at 6:30 PM or later***

All events, both afternoon and evening, have a maximum five-hour time limit. Under no circumstances will we honor any time periods other than those stated above ***without written approval from the Banquet Office.***

### ***Menu Selection***

Your selections should be submitted to the Banquet Office at least two weeks prior to your function in order to allow for proper planning and scheduling of your particular event. Your menu price, unless otherwise stated in writing, does not include 19% gratuity and appropriate sales tax.

### ***Beverage and Bar Service***

No beverage of any kind will be permitted into the banquet room by the patron or any of the patron's guests. The management and bartenders reserve the right to ask for proper age identification (legal drinking age in the State of New Jersey is 21.) We also reserve the right not to serve any patron if we feel that he or she is intoxicated or that safety is at stake. Due to the Open Bar format our House Policy is that we do not serve shots.

### ***Guarantee***

The banquet office must be notified seven days prior to the function. The number reserved at this time will be your guaranteed guest count. Changes made to the guaranteed guest count must be made at least 72 hours prior to the date of the function or the original guarantee will be the final guest count. Included in your guarantee must be the total count of everyone attending the function. *If it is your choice to invite the band, D.J. or photographer to eat and drink, they must be included in your guest count. A place should be provided for them on your seating plan. The cost for the service help will be half of the regular price.*

### ***Deposit / Payment Information***

We require a \$ 2000.00 deposit in order to reserve a particular date. An additional deposit of \$10.00 per guest will become due upon notification by Venice Plaza, approximately three months after the date has been reserved. Payment in full for the entire amount of the contract price must be paid two weeks prior to your function date in cash or check only. All payments received less than two weeks from the event date must be made in cash or by certified check or bank check. *We do not accept credit cards as payment for banquets.*

### ***Postponement Policy***

***All requests by the client must be in writing and submitted to The Venice Plaza banquet office.***

If a patron postpones an event, then one hundred percent (100%) of the initial deposit will be forfeited by the patron. All remaining deposits will be applied toward a comparable event, provided the event takes place within 1 year (365 days) from the date of the postponement. Any event that does not take place within the one year period will be considered a cancellation and will be regarded as such.

### ***Cancellation Policy***

***All requests by the client must be in writing and submitted to The Venice Plaza banquet office.***

If a patron cancels an event, all deposits will be forfeited. If Venice Plaza is unable to re-book such space to serve the minimum guest count as specified by the patron in advance, then patron may be liable for the total contract price for the minimum number of guests as agreed on the contract, and all damages suffered by The Venice Plaza including but not limited to legal fees and profits.

***Please visit us on line at [www.veniceplaza.com](http://www.veniceplaza.com)***