



## Terms and Conditions

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### Deposit

To secure a reservation a \$250 deposit will need to be received, within 10 business days of the request for the specific date. The deposit is non-refundable, but will be deducted from your final bill the evening of the event.

### Guarantees

The person making arrangements for the private function must notify Julep's no later than five working days prior to the scheduled function with the exact number of guests to attend. Such numbers shall constitute a guarantee, not subject to reduction, and charges will be made accordingly.

### Menu Pricing

Most prices quoted are guaranteed, however, Julep's does reserve the right to increase in order to meet rising costs of food. Julep's will inform the patron prior to finalization of menu if any price changes have incurred. Typically this will only occur if a quote was given three months prior to event date.

### Taxes

Patron agrees to pay, in addition to the prices agreed upon, a Virginia State tax and local city tax on all food and beverage. A gratuity equal to 20% of the total food and beverage will be added by Julep's.

### Payment

For pre-fixed dinner functions, full payment will be due at the end of the event, less the \$250 deposit. If the function is a reception and consists only of hors d'oeuvres, platters and/or appetizers 50% of the estimated cost of food will be due two weeks prior to event date.

### Room Fees\*\*

If your event is scheduled Monday through Saturday no room fees will apply, however, minimum spending/guarantees are required when reserving space exclusively.

*Monday - Thursday: reservation of upstairs dining room, minimum spending: \$2,000*  
*Friday - Saturday: reservation of upstairs dining room, minimum spending: \$3,000*

*Monday - Thursday: reservation of entire restaurant, minimum spending: \$3,800*  
*Friday - Saturday: reservation of entire restaurant, minimum spending: \$5,500*

### Parking

Monday-Thursday parking is available free beginning at 5:00 p.m. in the lot at 1710 East Franklin. Friday and Saturday Julep's offers Valet Parking \$5.00 per vehicle.

**Please return to Julep's New Southern Cuisine by mail or fax:**

**Address:** Julep's New Southern Cuisine  
1719 East Franklin Street  
Richmond, VA 23223

**Phone:** (804) 377-3968

**Fax:** (804) 377-3970

**Signed:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



## Credit Card Authorization for Deposit

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*(We accept Visa, Master Card, Discover and American Express)*

I, \_\_\_\_\_, authorize billing to \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_  
(Card Holder) (Credit Card Number) (Expiration)

for \_\_\_\_\_ banquet charges incurred at Julep's on \_\_\_\_\_ .  
(Event Name) (Date)

**Please return to Julep's New Southern Cuisine by mail or fax:**

**Address:** 1719-21 East Franklin Street  
Richmond, VA 23223

**Fax:** (804) 377-3970

**Signature of Credit Cardholder:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Deposits may also be paid by check, payable to: Julep's New Southern Cuisine*