



Terms and Conditions

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

Monday - Thursday: reservation of downstairs dining, minimum spending: \$1,500

Friday & Saturday: reservation of upstairs dining room, minimum spending: \$3,000

Friday & Saturday: reservation of downstairs dining room, minimum spending \$2,500

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

(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