

**Tierra Colombiana General Banquet Policies**

Private Dining:

- Private dining is available in our downstairs salon for parties 20 to 40 people served family style. Parties booked on the first floor salon may be up to 3 hours in length from start to finish.
- Private dining is available for parties between 50-200+ people seated in our upstairs dining area served buffet style. Parties booked on the second floor with 50 or more may be up to 4 hours in length from start to finish .
- All bookings should be made as early as possible and are subject to date, time and room availability.

Guaranteed Minimum Count:

- A final confirmation or guaranteed number of guests is required 48 hours prior to the function. This number will be considered the final count and charges will be made accordingly. Otherwise the number on your confirmation letter will be considered the final count.

Reservation Fee:

- A deposit of 40% of the estimated function cost is due at the time the reservation agreement is received.
- Friday & Saturday nights require a deposit of 50% of the estimated function cost and is due at the time the reservation agreement is received. Functions booked on a Friday, Saturday and/or Sunday night must finish by 7:00 p.m.
- The date and time of the reservation will be validated upon receipt of the deposit.

Room Minimums:

- Each function, depending on the day or evening, weekday or weekend, should have a minimum food and beverage dollar amount spent. If these minimums are not met, Tierra Colombiana will add a room rental charge for the difference and it will be added to the final bill. Tax and gratuity do not count towards the food and beverage minimum calculation.

Cancellations:

- Clients not notifying Tierra Colombiana of cancellations prior to 72 hours of a scheduled event will forfeit the reservation fee.
- Cancellations made within 24 hours of a scheduled function will be charged an additional 50% of the estimated function cost.
- All cancellations must be made with the booking manager.

Menus:

- All menus must be finalized with the booking manager no later than 72 hours prior to the event.
- Soft Drinks, Water and Regular Coffee are included with the food.
- An alcohol service is available at an additional hourly charge. A deposit of 40% is required to make a reservation. Changes on this menu can be made but expect additional charges.

Payment Procedures:

- A 15% Gratuity and Pennsylvania tax will be added to the price given at the time of booking the function.
- All payments, minus deposit, will be made at the time of the function. We gladly accept CASH, Visa, Master Card, American Express and Discover.

Miscellaneous:

- All Audio/Visual, DJ needs can be arranged by booking manager. Fees will be quoted at time of request.

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***I hereby acknowledge below that I have read and agree to the terms listed above in Tierra Colombiana's General Banquet Policies.***

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Signature

\_\_\_\_\_  
Date