



111 W Troy Street ▪ Dothan, AL ▪ 36303 ▪ 334-702-3463 (DINE)

Dear Guests,

D'Monico's welcomes you and your guests to a setting that reflects your hospitality and an ambiance for gracious entertaining. D'Monico's excels at preparing for small, intimate dinners as well as business and social events.

We strive to plan all function details in advance to ensure that the host and/or hostess can relax and enjoy the party. In order to ensure a smooth function and our absolute attention to detail, we ask that you read, understand and abide by these policies.

We thank you for choosing D'Monico's to be part of your special occasion.

D'Monico's CATERING POLICY

1. Person(s) desiring to arrange functions should consult directly with the General Manager or Administrative Assistant. We require a minimum of 10 guests prepaid at a rate of \$55 per person for all events scheduling a private room. This deposit of \$550.00 is NON-REFUNDABLE. The amount of your deposit will however, be deducted from the final ticket price at the close of your event. A service charge of 20% and tax of 8% will be added to all price quotes. This quoted rate does not include any alcoholic beverage service. Alcohol will be charged per consumption. We require payment in full at the close of your event.
2. Our party planner will suggest not only comfortable seating/occupancy limits for each room, but will also assist in table layout options. We will arrange for any rental equipment needed for your event. However, Customers are responsible for any loss or damage to rental equipment. Customers are responsible for sales tax and any delivery charges that may be applied by the rental company.
3. A guarantee of the number of persons to be attending the function will be required at least 72 hours in advance of the function. Functions sponsors will be responsible for the number of guests guaranteed, regardless of attendance.
4. D'Monico's will strive to accommodate any special menu or preparation request, provided there is at least a week's advance notice. Pricing for non-standard functions will be determined based upon market price and labor and skill requirements. To make these special functions possible, adherence to our policy regarding guaranteed guest counts is essential.
5. All food and beverages consumed on D'Monico's premises must be purchased from D'Monico's. Any exceptions must receive advance approval from the General Manager.
6. All decorations must be coordinated through D'Monico's. Sponsors are responsible for their decorations. No decorations may be affixed without prior approval. This is to include the use of tape, wire, nails, staples or any other means. Decorations must be confined to the rooms reserved. No decorations are to be placed in the main hallway or foyer.
7. Any items brought into D'Monico's such as linen, silver, crystal, etc, must be cleared with D'Monico's in advance. D'Monico's will not be responsible for such items.
8. For very large gatherings or events, the entire facility of D'Monico's may be reserved for \$5600 for the evening. Service charges and sales tax will apply. The entire facility will only be available Sunday through Thursday. All other cocktail parties or dinners will be placed in the appropriate room or rooms to accommodate the event.



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9. D'Monico's employees are instructed to ensure that alcoholic beverages are sold and/or served only to those members and guests which are 21 years or older. When minors are present at a function, D'Monico's policy is to require ID from anyone who appears to be under 30 years of age. A person without proper identification will not be served alcoholic beverages.

I have read and understand the D'Monico's CATERING POLICY as stated in this letter. This signed letter will be filed with the original function sheet.

Signed: _____ Date: _____