

# Kith & Kin Gathering Barn

## Service Fees and The Fine Print

### Service

Barn rental and use of the facilities includes a planner, set up, staff to monitor during event, clean up at the conclusion of your event, self-service buffet with 1:15 staff ratio to replenish food and beverage as needed. Tables, chairs, linens, plates, silverware, and cups included.

\$300 = 3 hours + minimum of 15pp    \$400 = 3 hours over 15pp

\*up to 2 additional hours = \$75/hour

\*anything over 5 hours can be discussed with KKGB management

Our packages include self-serve drinks that are replenished by KK staff. If you would like to have a staff member serve beverages through the course of your event, please add the Bartender Service.

\*Dessert Table is an additional \$5PP. This includes a combination of cupcakes, bars and cookies. If there is another dessert that you may be interested in, please let us know.

Bartender Service is an additional \$20-\$40PP

### The Fine Print

Kith & Kin Gathering Barn (KKGB) must receive the number of guests you are guaranteeing for an event 14 days prior to the event. If additional guests must be added after the 14 days, additional fees may apply. If no count is received, then the number of guests originally given on the banquet event order will constitute the final headcount.

Event Duration: KKGB events provide for the use of our barn space in 3 hour increments. The cost to enjoy your space for an additional 1-2 hours will be \$75/ each additional hour. These costs are separate from and in addition to any food or beverage packages or a la carte items purchased.

**Payment: Deposit, Interim & Final Payment:** A \$300 deposit is required to secure a date for your event. Notwithstanding certain cancellations (see “Cancellations” below), all deposits are non-refundable. 50% of your anticipated total balance (less previous payments made) is due 30 days prior to the event. The remaining balance of your event is due fourteen (14) days prior to the date of the event in the form of a local check, cash or credit card. Additional charges (ie: additional time, etc.) on site will be invoiced and are payable in full on the night of the event.

**Prices:** All quotations are subject to change without notice due to market fluctuations and proportionate increases in cost of food, beverages, commodity prices, labor, or taxes. Prices will be confirmed when a nonrefundable deposit is received.

**Tax & Administrative Charge:** A mandatory 10% administrative charge will be added to all prices quoted for food, beverage, and barn rental. The administrative charge is for administration of the banquet, special function, or package deal, and it is used to cover event operating and administrative fees including but not limited to laundry expenses, facility maintenance, walkthroughs, floorplan design, dishwashing, and client meetings. It is not purported to be a gratuity and will not be distributed as gratuities to the employees who provided service to the guests. In addition to the administrative charge, all prices quoted are subject to current NYS sales tax.

**Kith & Kin Gathering Barn Food and Beverage Policies:**

In accordance with our insurance policies and the New York State Health Department, no outside food of any kind may be brought into KKGB. KKGB reserves the right to confiscate food or beverages that are in violation of this policy.

All food and beverage provided by KKGB must be consumed within the time frame of the event. Taking home leftover food or beverages from a private event is prohibited.

When preparing food for the buffet-style packages, our Executive Chef prepares enough food for each guest to go through the buffet line once plus a five percent buffer to accommodate unexpected guests. We make certain that each item on the buffet is replenished until all guests have had a chance to make a plate. Once everyone has been through the line once, your guests may also enjoy any additional food on the buffet line, but we will no longer replenish items that run out. If you would like your guests to go through the line more than once, please contact KKGB for pricing.

**Alcoholic Beverages:** We carry a valid seasonal alcohol license with NYS and can serve alcohol during your event. All alcohol will cease to be served 1 hour from the end of your event. Included: \$2 million Liquor Liability Insurance, soft drinks, mixers, bar fruit, ice, clear plastic cups. Please consult for separate Alcohol packages.

**Décor:** We welcome you to bring in your own centerpieces or stand-up decorations. We are 100% gluten free and plan to adhere to this in all items, not just food. The affixing of tape to the walls and posts may be difficult due to the rough texture of the wood. Tacks, command hooks, pins, nails, etc. to any walls or equipment is prohibited. Alternatives to these things can be made in consultation with KKGB staff. Due to insurance liability, we cannot allow any glitter, confetti or bubbles, boas, or feathers.

You will be financially responsible for any and all damages resulting from careless decorating. No heavy equipment may be brought into the facilities. You are responsible for the complete set up and removal of your decorations. Additionally, you will need to coordinate with our KKGB staff as to an approved setup time for these decorations; you will need to work around other KKGB private events and daily restaurant operations.

**Security:** Kith & Kin Gathering Barn will not assume responsibility for damage or loss of any personal materials or articles left on the premises either prior to, during or after a function.

**Games:** Guests attending private parties in the Gathering Barn are encouraged to use our games and the outdoor green space connected to the Gathering Barn.

**Audiovisual:** The Gathering Barn is equipped with a small array of audio visual equipment – a projector with screen and Bluetooth speakers are available to use with your own recorded music or streaming service. Please prearrange rental of these resources in advance of your event.

**Noise:** Due to the open nature of our event space, and the fact that there are residents living in close proximity to the Gathering Barn, please see our KKGB staff regarding the DJ/band policy.

Publicity and Advertising: KKGB requires that all persons, groups and organizations receive written approval prior to using the restaurant's name in any public print, radio or television advertising.

Cancellations: All deposits are non-refundable. If cancellation occurs 90 days or more before your event you are not responsible for any remaining balance. If cancellation occurs within 90 (and more than 14) days prior to the event, all monies paid are nonrefundable, and you will be responsible for 50% of the estimated final bill. If cancellation occurs within 14 days prior to the event, all monies paid are non-refundable, and you will be responsible for 100% of the estimated final bill.

Conduct & Damage: KKGB reserves the right to refuse service and/or remove individuals from the premises who may jeopardize their safety, the safety of others, or are destructive to the property. All damages to our property and equipment incurred by you or your guests will be added to your bill. A \$200 cleanup fee will be assessed to your bill for excessive cleaning or use of prohibited items.

Smoking Policy: According to New York State law, smoking will not be permitted indoors, on the patio or in the garden. A \$250 fee per instance will be assessed to your bill for smoking in nonsmoking areas.

Liabilities: We are pleased you are considering the use of our banquet facilities. Please be assured we will do everything possible in the event of unforeseen circumstances. In any event, however, KKGB shall not be responsible for any failure to perform, which is attributed to federal, state, or municipal actions or regulations, fires, floods, hurricanes, tornadoes, blizzards, war, power outages, acts of God, or any other act that is out of control of KKGB. In the event of one of the above contingencies, if the patron wishes to reschedule the event, and upon removal of such interruption, services shall be resumed at the specified date, time, and agreed upon rate.

Wedding Ceremonies: If you choose to celebrate your wedding ceremony at the Kith & Kin Gathering Barn the cost will be determined based on the total time KKGB will be in use. Subject to room availability, there will be no cost to have a wedding ceremony rehearsal at KKGB and will be scheduled around previously scheduled events.

Chair & Table Rental: Our Gathering Barn provides traditional rectangular banquet tables and a variety of chairs that are included in your rental fee.