

POLICIES AND PROCEDURES OF CINDY'S DINER &
THIS LITTLE PIGGY BBQ BANQUETS

No Smoking-No Alcohol

CONFIRMATIONS: Will be sent out immediately. All confirmations are to be signed and returned within two weeks with payment of deposit, or a credit card number to hold the reservation.

ADDITIONAL SPACE: If space is required for a speaker, display, entertainment, etc., arrangements must be made at time of initial booking.

GUEST NUMBER CHANGES: Decreased number of guests will be accepted until one week prior to reservation date. Increased number of guests will be accepted until two days prior to the event. Final numbers must be confirmed one week prior to event, but not falling below guaranteed number.

DECORATING: Can be done one hour prior to event. Arrangement for tables, rooms, or decorating must be made in advance.

FOOD: No food is to be carried out. Menus, special dietary requests, or any other deviations from the set menu must be requested in advance. All food and beverages must be purchased from the restaurant.

PAYMENT: There is a one-check policy with payment due at conclusion of meal. Payable by cash, check, or credit card.

SPECIAL ARRANGEMENTS: All contacts with musicians, disc jockeys, florists, equipment rentals, etc. must be handled between guest and party providing service, having no involvement with The Berlin Diner. Policies and procedures are to be reviewed and followed by both parties.

CANCELLATION POLICY: A 20% deposit is required within two weeks of making your initial reservation. Cancellations made more than three months from event are entitled to half of their deposit returned. Cancellations made less than three months prior to the event will forfeit their deposit.

LIABILITY FOR DAMAGE TO THE PREMISES WILL BE THE RESPONSIBILITY OF THE PARTY HOLDING EVENT.