

**Julep's New Southern Cuisine
Terms and Conditions**

Deposit: To guarantee a reservation a \$250 deposit will need to be received, within 10 business days of the request for a specific date. The deposit is non-refundable, but will be deducted from final bill, day of the event.

Guarantee: Event planner agrees to notify Julep's no later than 7 days prior to event date with the exact number of guests. Such numbers shall constitute a guarantee, not subject to reduction, and charges will be made accordingly.

Taxes: Event planner agrees to pay, in addition to the prices agreed upon, a Virginia State Tax and Local City Tax on all food and beverage, 13.5% and gratuity equal to 20% of the total food and beverage will be added by Julep's.

Payment: Full payment will be due at the end of the event, less the \$250 deposit

Rental Fee: If your event is scheduled Monday-Saturday no room fees will apply, however, minimum spending guarantees vary depending on the day of week. Please see below:

Monday-Thursday:

-reservation of the Private back dining room, seats up to 50, host agrees to a minimum spending of \$1,800

-reservation of the entire restaurant, host agrees to a minimum spending of \$5,500

Friday-Saturday:

-reservation of the Private dining room, seats up to 50, host agrees to a minimum spending of \$3,000

-reservation of the entire restaurant, host agrees to a minimum spending of \$7,500

Days Closed or hours not open:

-If you are planning a luncheon or function on a day OR time Julep's is normally closed the following is requested: Host agrees to a minimum spending of \$2,000, plus \$25 per cook, per hour.

Parking: Pay Lots are located at 5th and Broad Streets, as well as, 7th and Grace St.

Signed: _____ Date: _____

Event Date: _____ Email: _____

Please remit via email to julepsrichmond@gmail.com

Julep's New Southern Cuisine

To reserve space exclusively a \$250 deposit is required. This amount will be deducted from your final bill.

Credit Card Authorization for Deposit

I, _____, authorize billing to
(Card Holder)

(Credit Card Number)

Exp ____ / ____ CVC _____

Billing Zip Code _____

for _____ Banquet charges
(Event Name)

Incurred at Julep's on (Event Date): _____

(Signature of Card Holder) _____

(Date) _____

Please remit via email:
julepsrichmond@gmail.com

OR

Julep's mailing address:
420 East Grace Street
Richmond, VA 23219
Deposits may also be paid by check, payable to Julep's