

## 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 Tuesday-Saturday no room fees will apply, however, minimum spending guarantees vary depending on the day of week. Please see below:

### **Tuesday-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\*

**Parking:** Pay Lots are located at 5<sup>th</sup> and Broad Streets, as well as, 7<sup>th</sup> and Grace St.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Event Date: \_\_\_\_\_ Email: \_\_\_\_\_

Please remit via email to [julepsrichmond@gmail.com](mailto:julepsrichmond@gmail.com)

\*These F&B minimums are subject to change based on expected business.  
e.g., Restaurant Week, & certain Holidays.

Restaurant week = \$3500 Tues-Thurs, \$5500 Fri & Sat  
Valentines Day 2026 = \$5500

## 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)

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(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](mailto: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