

## ***The Yesterday Café Banquet Policies and Procedures***

### **Location**

We are located in downtown historic Greensboro, directly across from the Beautiful Greensboro Courthouse and right down the street from “Festival Hall”.

Address is 114 North Main Street Greensboro, Georgia 30642

### **General Information**

Our beautiful historic banquet hall is available for groups of 20 to 60 seated guests or up to 80 guests for informal events.

A \$50.00 deposit is required to reserve our private room.

Private room is free of charge to groups of 20 or more.

Deposit refunded if canceled within 30 days ***except the month of December.***

Deposit will be credited towards check on groups of 20 or more.

On groups of 19 or less deposit will be used for room fee.

Banquet hall is on the second floor and ***IS NOT*** handicap accessible.

Side entrance or main entrance available.

No outside food or beverages permitted without prior arrangements (such as specialty cakes)

Beer or wine service must be booked in advance.(Not on day of event)

Full bar is available with advance notice and \$50.00 bartender fee is charged.

No outside alcohol allowed per our state license.

### **Decorating Etc.**

Our banquet room tables are 6 foot long and seat 6 to 8 people.

Table covers are white “linen look” vinyl.

Absolutely nothing is to be taped to walls or hung from ceiling fans. You may tape banners etc. to mirrors with prior approval and customer is responsible for removal of tape etc.

Confetti of any type is not permitted.

Free standing candles or tapers or not allowed.

**Deposit is credited towards bill after inspection of facility and if any damage is done to walls, tablecloths or any other part of the facility, the deposit will be used towards repair/replacement.**

We do not provide a sound system however you are free to bring your own. Live entertainment is permitted with prior approval.

The banquet hall will be set up for your event one hour prior to scheduled reservation time. If decorating, and need a specific time, please let us know in advance.

### **Confirmation / Billing**

All charges for banquet functions will be on one check. 18% gratuity and 7% sales tax as well as room/bar fee (if applicable)will be added to final check.

Payment is due on day of event. We accept Visa, Mastercard, American Express, Debit Cards or Cash. No personal checks unless previously arranged.

Please confirm guest count 7 days prior to event.

If no confirmed guest count is made than you will be charged for the original number of guests booked or actual number of guests whichever is larger.

### **Additional Resources**

Local Flower Shop, Greensboro Florist 706-453-7534

Lake Oconee Rentals 706-484-0496 or 706-485-0963

Balloons , Morning Glory’s 706-454-2004 or 706-454-5074

Thank You For Your Interest In The Yesterday Café Banquet Facilities

Banquet Facility Worksheet

Name \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_

Day and Date \_\_\_\_\_ Time \_\_\_\_\_

Preliminary Count \_\_\_\_\_

Confirmed \_\_\_\_\_

Menu \_\_\_\_\_ Beverage \_\_\_\_\_

\_\_\_\_\_ Dessert \_\_\_\_\_

\_\_\_\_\_ Beer/Wine Yes No

Type \_\_\_\_\_

Full Bar Yes No  
\_\_\_\_\_ Preference \_\_\_\_\_

Set Up Instructions \_\_\_\_\_

\_\_\_\_\_

Deliveries Yes No

Banquet Manager \_\_\_\_\_

I have read and understand the Banquet Room Policies and Procedures sheet.

Customer Print Name \_\_\_\_\_

Customer Signature \_\_\_\_\_