



Terms and Conditions



Placing a deposit and booking with the **Dibble Family & Event Center** or any of its additional venues is an indication of your agreement to the following:

1. All prices are subject to change without notice to meet our increase in costs.
2. The date of your function is not guaranteed until the deposit is received and event contract is signed and returned. Minimum deposit is \$100.00, off-site functions and weddings are subject to greater deposits.
3. Cancellation of a function before its date and time will result in forfeiture of your deposit.
4. *Minimum requirement for booking parties is 25 guests, if your party falls below 25 guests on the date of your event you will be invoiced for 25 guests.*
5. Guaranteed final count of guests and catering selections must be provided ONE WEEK prior to function. *The final invoice will reflect the guaranteed final count or number of guests served, whichever is greater.*
6. All per person pricing and other associated pricing including a \$50.00 venue fee will incur a 20% operations fee (this is not a gratuity as none of it is distributed to wait staff) and 8% sales tax, if your organization is tax exempt please provide tax exempt certificate prior to function. If the tax-exempt certificate is not provided you will be charged sales tax.
7. Our staff is compensated above the legal minimum wage; therefore, gratuity though appreciated is not included and is at the discretion of the host for the event.
8. Final payment is expected at conclusion of function and any deposits made will be subtracted from the final balance.
9. New York State Health Department and insurance regulations *do not permit food or beverages from outside sources to be brought into the Dibble Family & Event Center or any of its additional venues.* Any items will be confiscated and subject to a service charge. Exceptions include cakes/cupcakes if purchased from a certified bakery.
10. Per New York State Health Department and insurance regulations, *food remaining after the event has concluded cannot be taken from the Dibble Family & Event Center or any of its additional venues. This policy includes food from guests unable to attend. Take out containers are not permitted.*
11. Dibble Family & Event Center and its additional venues do not allow the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape, wire, command strips or any other substance. Confetti, glitter and birdseed are prohibited.
12. Bar Tenders are an additional \$25/hour and bar staff has the right to refuse service.
13. Additional parking is available behind the Michael S. Tomaszewski Funeral Home.
14. The Dibble Family & Event Center, its additional venues and its employees cannot be held responsible for any articles lost or left behind.