



General Information

1. Morning functions may begin at 9:00am. Rooms used for morning and/or lunch functions must be cleared by 2:00pm. Evening functions may begin at 4:00pm. Closing time is at 10:00pm. Decorating times can be scheduled with your catering salesperson.
2. To Confirm reservations, a deposit of \$500.00 is required within 10 days of booking. This will be applied as credit to the account. All deposits are non-refundable once submitted. No refunds will be given should you cancel your function after we receive your deposit.
3. The prices listed are subject to change without notice. Your catering salesperson will inform you of the current prices at the time your menu is confirmed.
4. The guaranteed number of guests is due one week prior to the function date. Decreases will not be accepted once the guaranteed number has been turned in. Additions can be accepted up to 72 hours before the function date. If no final count is received by this deadline, your tentative count will become your final guaranteed count.
5. Full payment based on the Guaranteed Count is due seven (7) days prior to the function date, no refund of the full payment shall be given. In the event that a balance is due, it must be paid, in full, at the conclusion of the function.
6. A state tax of 4.712% plus a (taxable) service charge of 20% will be included in the bill.
7. Security deposit of \$500.00 will be required in advance. This is to cover any property damage or cleaning fees. If everything is in order, security deposit will be returned to the client within 10 working days.
8. Buffet lines will remain open for a maximum of 1-1/2 hours. Your party may enjoy as much as they wish during that time. No leftover food, however, may be taken out. All meals must be served no later than 15 minutes prior to contracted scheduled time. Water will be served based on request.
9. The minimum of guest requirements is listed at the top of each menu.
10. Banquet event parking for guests is available at a flat rate per car with validation for the duration of the event. (Based upon availability)
11. You are welcome to have entertainment at your function. Entertainers and vendors must bring all their equipment and provide a certificate of insurance. Pagoda will not be able to provide any equipment.
12. All menus and room arrangements should be finalized at least one month prior to your function date.
13. Pagoda will not be responsible for damages or loss of any items brought into the banquet rooms and left unattended or overnight.

All menu prices included Alcoholic Beverages are subject to a twenty percent (20%) Service Charge & Applicable Taxes. The entire Service Charge is distributed to Pagoda employees as follows: (1) Eighty-two percent (82%) of the Service Charge is distributed to Pagoda's service employees; and (2) Eighteen percent (18%) of the Service Charge is distributed to Pagoda's managerial employees involved in providing the banquet service. Menu items are subject to change. Consuming raw or undercooked meat, pork, fish, shellfish, poultry, or eggs may increase the risk of foodborne illness. Restrictions may apply. Revised 09/22