

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

In order to best serve you and your guests, please review the following terms and conditions as you plan your special event:

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

**Guarantees:** The person making arrangements for the private function must notify Julep's no later than five working days prior to the scheduled function with the exact number of guests to attend. Such numbers shall constitute a guarantee, not subject to reduction, and charges will be made accordingly.

**Menu Pricing:** Most prices quoted are guaranteed, however, Julep's does reserve the right to increase in order to meet rising costs of food. Typically this will only occur if a quote was given two months prior to event date.

**Taxes:** Patron agrees to pay, in addition to the prices agreed upon, a Virginia State tax and local city tax on all food and beverage, 11%. A service charge equal to 22% of the total food and beverage will be added by Julep's.

**Payment:** For pre-fixed dinner functions, full payment will be due at the end of the event, less the \$250 deposit if charged. If the function is a reception and consists only of hors d'oeuvres, platters and/or appetizers 50% of the estimated cost of food will be due two weeks prior to event date.

**Rental Fees:** If your event is scheduled Monday-Saturday no room fees will apply, however, minimum spending/guarantees are required when reserving the dining space exclusively.

*Monday-Thursday: reservation of upstairs dining room, minimum spending:*  
\$2,200

*Monday-Thursday: reservation of downstairs dining room minimum spending:*  
\$1,800

*Friday & Saturday: reservation of upstairs dining room, minimum spending:*  
\$3,000

*Friday & Saturday: reservation of the downstairs room, minimum spending:*  
\$2,500

*Monday-Thursday: reservation of entire restaurant, minimum spending: \$4,500*  
*Friday & Saturday: reservation of entire restaurant, minimum spending: \$6,000*

**Parking:** Parking is available beginning at 5:00 p.m. in the lot at 1710 East Franklin. On Fridays and Saturdays valet parking is available, as well, \$5.00 per vehicle.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please return to Julep's New Southern Cuisine by mail or fax:

address: Julep's New Southern Cuisine fax: (804) 377-3970  
1719 East Franklin Street, Richmond, VA 23223

**Julep's New Southern Cuisine**  
**Credit Authorization for Deposit**  
(Master Card, Visa and Discover)

I, \_\_\_\_\_  
authorize billing to  
(Card Holder)

Exp \_\_\_\_\_ / \_\_\_\_\_ , for \_\_\_\_\_  
(Credit Card Number) (Expiration)

banquet charges \_\_\_\_\_  
(Event Name)

incurred at Julep's \_\_\_\_\_  
(Event Date)

\_\_\_\_\_  
(Signature of Credit Card Holder) (Date)

Current Email: \_\_\_\_\_

Please return to: Julep's New Southern Cuisine by mail or fax:  
address: 1719-21 East Franklin Street  
Richmond, VA 23223

Fax: (804) 377-3970

Deposits may also be paid by check, payable to: Julep's New Southern Cuisine