

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 3 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, 11.3% A service charge, gratuity equal to 22% 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 if applicable.

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

**Monday-Thursday:**

*-reservation of the Private dining room, seats up to 50, minimum spending: \$2,500*

*-reservation of the entire restaurant, minimum spending: \$5,500*

**Friday-Saturday:**

*-reservation of the Private dining room, seats up to 50, minimum spending: \$3,000*

*-reservation of the entire restaurant, minimum spending: \$7,500*

**Monday-Sunday:**

-If you are planning a luncheon or function on a day OR time Julep's usually closed the following is requested: Host agrees to a minimum spending of \$1,800, plus \$25 per cook, per hour.

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

Signed:

Date:

Event Date:

Email:

Please remit via email to [julepsrichmond@gmail.com](mailto:julepsrichmond@gmail.com) OR  
Julep's mailing address: 420 East Grace St., Richmond, VA 23219

**Julep's New Southern Cuisine**

Credit Card Authorization for Deposit

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

\_\_\_\_\_ Exp  
/\_\_\_\_\_  
(Credit Card Number)

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