

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, 12.8%. A 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
- 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 is normally closed the following is requested: Host agrees to a minimum spending of \$1,700, plus \$25 per cook, per hour.

Parking: Pay Lots are located at 5th and Broad Streets, as well as, 7th and Grace St.

Signed: _____ Date: _____

Event Date: _____ Email: _____

Please remit via email to julepsrichmond@gmail.com

Julep's mailing address: 420 East Grace St., Richmond, VA 23219