

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/rental fees will apply, however, minimum spending/guarantees are required when reserving the dining space exclusively.

***Monday-Saturday Evening: You may reserve the following:***

- Back Private Dining Room, seats up to 50
- The Entire Restaurant, can seat up to 125 or reception for up to 200

***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 \$1,500, 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 St.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Event Date: \_\_\_\_\_ Email: \_\_\_\_\_

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