

Keeley's Banquet Center Room Reservation Policies

Thank you for considering Keeley's Banquet Center for your event. The information below outlines reservation requirements, room rental rates, payment deadlines, and venue policies in a clearer format for planning purposes.

Reservation Requirements

- Room reservations are available upon acceptance of the venue's terms and conditions and confirmation with the required deposit.
- All room rentals require a minimum catering order.
- Keeley's Banquet Center is the exclusive provider of food and beverages for events held on the premises.
- The only exception is baked goods from approved bakers.
- Room rentals include tables, chairs, linens, and required dinnerware.
- Access to the reserved room depends on same-day scheduling and can only be guaranteed beginning one hour before the event start time.

Room Rental Rates

Room rental rates are based on guest count and day of the week. A minimum catering order is required for all rentals.

Guest Count	Monday–Thursday	Weekend
Up to 50 guests	\$100.00 per hour	\$125.00 per hour
51–120 guests	\$125.00 per hour	\$215.00 per hour
More than 120 guests	Call for quote	
Weddings and wedding receptions	Call for quote	

Additional charges: A 22% service charge and 8% sales tax apply to all rentals. All rentals include tables, chairs, linens, and dinnerware. Access to the room is guaranteed no earlier than one hour before the event start time.

Reservation and Payment Policies

- **Reservation process:** A contract is prepared once the requested event date and time are confirmed as available. Reservations are finalized only after acceptance of the terms and conditions and receipt of the required deposit.

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- **Initial deposit:** A non-refundable deposit of \$250.00 is required upon contract completion to secure the booking.
- **Advance payment:** At least 10 days before the event, the customer must provide the guest count, catering selections, and a deposit equal to 50% of the final invoice.
- **Final payment:** The remaining balance for room rental and catering is due on the day of the event.
- **Wedding receptions:** The complete payment must be made at least 10 days prior to the scheduled event.