

DACOR Bacon House

Private Events Payment Policy

Effective Date: Thursday, May 7, 2026

Applies To: All private event reservations, including member-sponsored and non-member events, held at DACOR Bacon House

1. Purpose

This Private Events Payment Policy establishes the required payment procedures, reservation conditions, invoicing standards, and collection protocols for all private events hosted at DACOR Bacon House. Its purpose is to ensure consistent financial controls, protect date inventory, minimize payment disputes, and provide clear expectations to members, clients, and staff.

2. Reservation Requirements / Calendar Holds

A private event date and time may only be reserved on the DACOR calendar once the following minimum requirements have been satisfied:

1. A completed and signed **HOLD the DATE Form** has been received; and
2. A minimum **\$100 non-refundable administrative reservation fee** has been received and successfully processed.

Only after both requirements are satisfied may the reservation be confirmed and entered onto the DACOR calendar.

2.1 Nature of the Reservation Fee

The \$100 reservation fee is:

- **non-refundable;**
- applied solely to secure administrative processing and protect date inventory; and
- not a guarantee of final booking unless all additional required contracts, approvals, and payments are timely completed.

DACOR reserves the right to apply the fee toward the final event balance unless otherwise stated in the applicable agreement or invoice.

2.2 Declined Payment Requests

If a payment request for the required \$100 reservation fee is declined:

- the reservation **shall not be confirmed;**
- the event **shall not be entered onto the DACOR calendar;** and
- the **DACOR Finance Office** shall notify the **Director of Operations & Events (DOOE)** and the **Event Coordinator (EC)** that the payment request was declined.

The DOOE and/or EC will then follow up with the client to determine whether the client wishes to proceed and to arrange an alternative payment method, if appropriate.

3. Government Agency Exception

Government agencies or departments that are unable to remit the reservation fee in advance due to internal procurement or payment restrictions may be permitted to reserve a date without the standard fee **only if** they provide a formal **Letter of Intent to Pay** on official letterhead, acceptable to DACOR.

DACOR reserves the right to require additional documentation or decline the reservation if adequate assurances of payment are not provided.

4. Rental Contract Requirements

A signed **Rental Contract** is required for any **Full Venue Rental**.

4.1 Full Venue (House Buyout) Rental Payment

Upon execution of a Full Venue Rental Contract:

- the **full venue rental fee becomes immediately due and payable**, unless otherwise expressly approved in writing by the DOOE or Executive Director.

A Full Venue Rental shall not be considered fully secured until the signed contract is received and the required rental payment is paid.

5. Large Event Payment Threshold / 50% Advance Payment

For any reservation where the **total estimated charges exceed \$10,000**, the following payment rule applies:

- At least **50% of the total estimated event charges** must be paid in advance in order for the reservation to remain active and continue toward final booking.

5.1 Timing of 50% Payment

This required 50% advance payment must be received:

- at the time the contract is signed.

5.2 Remaining 50% Payment must be received:

- **no later than sixty (60) days prior to the event date**, unless
- the event is initially booked within sixty (60) days of the event date, in which case the required advance payment is due **immediately upon booking**.

5.3 Rental Payments Count Toward the 50% Requirement

Any rental fees already paid shall be credited toward the 50% advance payment requirement.

If previously paid rental fees do **not** satisfy the full 50% threshold, the client must remit the remaining balance necessary to reach the required 50% minimum.

6. Estimates, Pricing Documentation & Client Approval

Each reservation shall be supported by a written **Estimate** prepared by DACOR.

6.1 Required Estimate Breakdown

Each estimate should include, as applicable, a clear itemized breakdown of:

- Venue rental fees
- Food and beverage charges
- Service charges / administrative fees
- Staffing charges
- Equipment rental fees
- Audio/visual or technical support fees
- Setup / breakdown fees
- Security fees
- Taxes, if applicable
- Any other approved ancillary charges

6.2 Estimate Approval

All estimates must be:

- reviewed with the member/client; and
- **signed or otherwise approved in writing** by the member/client before the event proceeds to final confirmation.

6.3 Consumption-Based Beverage Service / Variable Charges

Where alcoholic or non-alcoholic beverage service is offered on a **consumption basis** rather than as a fixed package, the final charges for beverage service may vary from the approved estimate.

In such cases:

- the estimate shall identify beverage service as **consumption-based** or otherwise variable;
- the estimate shall note that final beverage charges will be based on **actual consumption and service rendered**;
- the final invoice may therefore exceed or fall below the original estimate depending on actual event usage; and
- the member/client remains responsible for all actual beverage charges incurred, together with any applicable service charges, staffing fees, taxes, or related ancillary charges.

DACOR should make reasonable efforts to communicate anticipated overages during planning when feasible; however, the inability to provide a revised estimate in advance

shall not relieve the member/client of responsibility for actual consumption-based charges.

DACOR may accept electronic signature or written email approval where operationally appropriate.

7. Event Changes / Written Authorization

Any changes to the event after the initial estimate is issued — including, but not limited to, guest count, menu selections, timing, room usage, staffing, rentals, service level, or event scope — must be:

- requested by the client in writing; and
- confirmed by DACOR in writing before such changes are deemed approved.

DACOR shall not be responsible for honoring verbal modifications that are not documented and confirmed in writing.

8. Invoicing & Payment Schedule

The **Director of Operations & Events (DOOE)** may direct the **DACOR Finance Office** to establish a staged invoicing schedule through QuickBooks (QB) or another approved billing platform.

When requested by the DOOE, the Finance Office shall issue payment notifications and/or invoices for the following, as applicable:

- Hold Date/Reservation fee due
- Rental payment due
- 50% deposit payment due
- Final payment due

Each invoice or payment request should clearly state the applicable due date and required payment terms.

8.1 Standard Payment Due Window

Unless otherwise stated in writing:

- payment on any issued invoice is due **within thirty (30) days of the invoice date**, or
- by the event-specific due date listed on the invoice, whichever occurs first.

For event-related invoices tied to a scheduled event date, DACOR may require payment on a shorter timeline when necessary to protect operations and vendor commitments.

9. Late Payment Terms & Delinquency Language

Once an invoice is created, it must include a clear late payment notice.

9.1 Standard Late Payment Language

DACOR's standard late payment language should read substantially as follows:

Payment is due by the due date indicated on the invoice unless otherwise stated. Any unpaid balance remaining after that due date will incur a one-time late fee of five percent (5%). Any unpaid balance remaining after sixty (60) days will incur an additional one-time late fee of five percent (5%). Thereafter, unpaid balances may accrue interest at one and one-half percent (1.5%) per month (18% annually), or the maximum amount permitted by law, until paid in full.

9.2 Right to Suspend Services

If any required payment is not made by the applicable due date, DACOR reserves the right to:

- suspend planning activity;
- withhold further event services;
- place the reservation at risk of cancellation;
- decline to confirm or continue event execution; and/or
- deny future bookings until the account is brought current.

10. Internal Non-Payment Notifications

If any payment is not made in accordance with the agreed schedule:

- the **DACOR Finance Office** shall promptly notify the **Director of Operations & Events (DOOE)** and the **Event Coordinator (EC)**; and
- the DOOE and/or EC shall initiate client follow-up regarding the overdue balance and next steps.

All payment follow-up should be documented in writing.

11. Event Concerns, Service Issues & Billing Disputes

To ensure prompt review and fair resolution, any concerns, service complaints, or billing disputes relating to a private event that may affect final invoicing or payment must be communicated to DACOR **in writing** within the following timeframes:

- **During the Event:** Concerns regarding service, staffing, setup, food and beverage execution, room condition, or operational issues should be raised **as soon as reasonably possible during the event** so DACOR has an opportunity to address the matter in real time.
- **After the Event:** Any complaint, concern, or dispute regarding event services, charges, or the final invoice must be submitted **in writing within five (5) business days after the event date** or, if later, within **five (5) business days after issuance of the final invoice**, whichever occurs first.

Failure to timely notify DACOR of such concerns may be deemed a waiver of the issue for billing adjustment purposes.

Submission of a complaint, concern, or dispute **does not relieve the member/client of the obligation to timely pay all undisputed amounts** when due.

DACOR reserves the right to review the matter in good faith and, in its sole discretion, determine whether any billing adjustment, credit, or accommodation is warranted.

12. Member Accounts in Arrears

If a **DACOR member** has an outstanding event-related balance that remains unpaid for more than **sixty (60) days**, the member shall be considered **in arrears**.

If a member remains in arrears beyond sixty (60) days:

- the matter shall be escalated for review by the **Executive Director**; and
- the Executive Director may review the member's status, privileges, eligibility to reserve space, and/or continued good standing, consistent with DACOR's governing policies and membership rules.

DACOR reserves the right to restrict future event bookings, suspend event-related or member privileges for members with delinquent balances.

13. Authority & Exceptions

Any exception to this policy — including modified payment schedules, fee waivers, alternate due dates, or adjusted contract terms — must be approved in writing by:

- the **Director of Operations & Events**, and where material,
- the **Executive Director** and/or **Director of Finance**, as appropriate.

No staff member may waive payment requirements without proper authorization.

14. Internal Administrative Note

For staff consistency, DACOR should apply the following operational standard:

- **No event is considered confirmed until all minimum reservation requirements under this policy have been satisfied.**
- If a date is noted prior to payment for internal tracking purposes, it must be clearly marked as **Tentative / Pending Payment** and shall not be treated as a secured booking.