



Event Contract

Please remember – your event is not officially on our calendar until we receive a copy of this completed contract

Name/Co. _____ Contact Person _____

Address _____ Phone # _____

Email _____ Date of Event _____ Time _____

Event Type _____ # of Guests Expected _____

Please note the following House Policies regarding private party reservations before you sign:

Menu Selection: Group Menus and/or Hors D'oeuvres need to be selected no later than 1 week prior to your event. We will try our best to accommodate last minute reservations with your understanding that certain items may be altered or unavailable. Groups of 15 or more must choose a Prix Fixe Menu or a Customized Event. Customized Menus can be arranged with our Event Coordinator. Please contact Natalia Kouznetsova. We require your earliest advice of any dietary restrictions, food allergies, aversions, or intolerances. Please select your menu (menus can be found on our website under the private room tab):

- | | | |
|---|--|--|
| <input type="checkbox"/> Hors D'oeuvres | <input type="checkbox"/> Dinner Menu 1 | <input type="checkbox"/> Luncheon Menu 1 |
| <input type="checkbox"/> A La Carte (up to 14 people) | <input type="checkbox"/> Dinner Menu 2 | <input type="checkbox"/> Luncheon Menu 2 |
| <input type="checkbox"/> Customized Event | <input type="checkbox"/> Dinner Menu 3 | <input type="checkbox"/> Luncheon Menu 3 |
| <input type="checkbox"/> Beer Pairing Dinner | | |

Private Room Booking Times: Lunch functions between 12:30PM – 4PM, Brunch from 11AM – 4PM and Dinner/Evening events from 5PM – closing. Available start times are subject to change based on the time of year.

Guarantee Policy for sit down events: A final guest count is due 2 business days prior to the event. If no guarantee is received we will consider the number of guests on this contract to be the final number. For all prix fixe events where special items need to be ordered in, should the actual number of guests fall below the guarantee, the client will be charged \$25.00 per person plus an 18% service fee and applicable taxes for the guests guaranteed but not in attendance.

Minimum Spend: The minimum spend for any Private Room event is set at \$350 for a luncheon/brunch and \$600.00 for a dinner/evening function exclusive of taxes and gratuities.

Billing: Final payment is due upon completion of the event. All food and beverage is subject to an 18% service fee and applicable taxes. Please advise on billing instructions:

- | | |
|---|---|
| <input type="checkbox"/> One bill | <input type="checkbox"/> One bill (paid by the credit card on the contract) |
| <input type="checkbox"/> Separate bills | <input type="checkbox"/> Other _____ |

Cancellation Policy: In the event that you have to cancel your event, you will be charged the minimum spend requirement of \$350 for a luncheon or \$600 for a dinner/evening function.

I agree to the cancellation policy: Signed _____ Today's Date _____

Credit Card Type _____ Card # _____ Expiry Date _____

Name on Card

Thank you for choosing beerbistro for your event

Please sign and return a copy of this contract including your credit card information, retaining a copy for your files

We will always confirm within 48 hours that we have received your contract.

Please contact us if you have not received this confirmation.

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