



## Event Contract

CONTACTS NAME: _____	PHONE NUMBER: _____
COMPANY NAME: _____	PHONE NUMBER: _____
DATE OF EVENT: _____	EVENT STARTING TIME: _____
ROOM NAME: _____	GUARANTEE NO. OF GUESTS: _____

**DEPOSIT:** You are required to provide a deposit. The deposit will be applied to your final bill. The non-refundable deposit for this event is: \$\_\_\_\_\_ which based upon the minimum revenue requirement of \_\_\_\_\_.

**MINIMUM REVENUE REQUIREMENT:** Your minimum revenue requirement is the amount you are required to spend on food and alcohol combined to not be charged a room fee. Taxes and any gratuity or service charges are not included towards your minimum revenue requirement. If you do not meet the minimum revenue requirement you will be charged the difference as a room fee (taxes and gratuity still apply).

**GUARANTEE POLICY:** A final guest count is due three (3) business days prior to the event, five (5) business day prior to the event in the month of December, not including the day of the event. A business day is defined from Monday through Friday between hours 9am-5 pm. If no guarantee is received, the client will be charged for the number of guests originally contracted or for the actual number of guests in attendance, whichever is greater. In addition, University Drafthouse will not be obligated to serve or set up for more than 5 % above the guaranteed number.

**CANCELLATION POLICY:** Should the client cancel this event within three (3) business day of the schedule event, the client will be charged the CANCELLATION FEE for the number of guests contracted. No cash, food or gift certificate compensation will be given in lieu of the cancellation charges. . If event is cancelled at least 2 weeks prior to event date the deposit may be transferred to another date if available, but not refunded (up to 3 months, no transfers in December). Cancellations with more than 3 business days but less than 2 weeks will lose deposit only. Exceptions may be made due to COVID. Case by case basis.

**CANCELLATION FEE:** Client will be charged the per person menu price plus a 20% gratuity and applicable sales tax.

**MENU:** Client will be charged a set menu price for each guest. If a choice menu is offered with varied selections, University Drafthouse will charge the highest price entrée per person. This covers the cost of ordering the guaranteed number of each entrée offered. It is not the responsibility of University Drafthouse to maintain budget restrictions of the client due to uncontrollable circumstances of consumption by their guests. Menu prices are subject to change to reflect market value costs. Menu must be set one week prior to event otherwise we may offer you a chef's choice menu with no substitutions or your event may be cancelled or moved to a later date. If a buffet is chosen disposable plates and silverware will be provided, other plate ware and silverware may be provided with a possible upcharge depending on size of party and availability.

**SEPARATE CHECKS:** Separate checks are allowed for beverage purchases only. The food for your event must be on one check.

**TIME GUARANTEE:** You are allotted 3 hours for your event. Each extra hour is \$50 per staff member.

**SERVICE:** Your required service fee for this event is 20% gratuity.

**PRIVATE BAR:** If you would like to add a private bar to your event there will be an additional \$150 service charge added to your bill. A private bar is required for all private events of more than 20 downstairs. **BAR: Y/N** \_\_\_\_\_ Limited options will be available at your private bar. You may choose which bottled beer and liquor will be supplied at your bar, if no selections are made one week before your event, we will make the selections for you. Disposable glassware will be used unless otherwise requested, additional charge may be added depending on availability of glassware and size of party.

**ALCOHOL:** Alcoholic beverages, including wine may not be brought into the restaurant from outside sources.

**DECORATIONS:** Displays, signs, and decorations of any type may not be used without express written permission from University Drafthouse. Decorations may not be attached to our walls, doors, ceilings, or fixtures. Client agrees to be responsible for any damage done to equipment or restaurant fixture during their use of the premises. No glitter or confetti is allowed. \$100 cleaning fee will be charged if violated.

**ENTERTAINMENT:** Due to our music licensing entertainment profile, we are not able to have any music, or any other form of entertainment performed on premises without University Drafthouse authorization.

**DAMAGES:** University Drafthouse is not responsible for any loss or damages to any property brought into or left in the restaurant by a guest.

**TRADEMARKS:** You shall not use any University Drafthouse name, logo or other trademark on any printed form, literature, website or advertising of any kind without University Drafthouse's prior written consent.

**TAX EXEMPTION:** Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event.

**AV EQUIPMENT** Please inquire about possible equipment available before your event.

**TABLES/CHAIRS/LINENS:** University Drafthouse may provide tables, chairs, and black linens upon availability.

This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or services specified cannot be furnished for any reason due to such circumstances, other food and services may be substituted at prices ordinarily charged for them but not in excess of the agreed-upon price. It is responsibility of the host to inform University Drafthouse of any dietary and /or allergy-specific requirements at the time of the booking.

University Drafthouse will work with you to provide the best possible private room suited to your event. However, we reserve the right to change your private room at any time to better serve you and our establishment.

We will work with you to provide the best possible room suited for your event. However, we reserve the right to change the room due to major fluctuations in the number of guests. All prices on menus do not include applicable taxes and recommended 20 % gratuity.

A signature below indicates that you have read and agree to the terms of this agreement as outlined above.

SIGNATURE: \_\_\_\_\_

A credit card is required to have on file for your contract to be valid.

CREDIT CARD TYPE:	CREDIT CARD NUMBER:	EXP. DATE:
SECURITY CODE:	SIGNATURE:	DATE:

### MINIMUM REVENUE REQUIREMENTS FOR PRIVATE ROOMS

<u>PRIVATE ROOM NAME</u>	<u>CAPACITY</u>	<u>MINIMUM REVENUE</u>
THE HUTT	20-35	\$ 1,250.00
ENGINE ROOM	50 -100	\$ 1,750.00
THEATER ROOM	20	\$ 750.00
BANQUET ROOM	80 (INSIDE) & 15 (PATIO)	\$ 3,500.00
PATIO SECTIONS	-	ASK MANAGEMENT FOR MR

### FOR OFFICE USE ONLY

OT: _____	TOAST: _____	FOOD OUT AT: _____
SIGN: _____		
BRINGING A DECORATOR? _____	BRINGING MUSICIAN? _____	
LAYOUT:		