

Banquet Contract

Client Information

Client Name: _____ Contact Number: _____

Client Address: _____ Email: _____

Event Details

Date of Event: _____ Estimated Guest Count: _____

Desired Start & End Time: _____ Type of Event: _____

Pre-event setup time: (If applicable) _____ Desired Room of choice: _____

Terms & Conditions

Brick Wood Fired Bistro will provide private dining services as outlined in the above brochure and as agreed upon between the Client and Brick.

Final menu selections must be made fifteen (15) days prior to the Event.

A guaranteed guest count must be provided five (5) days prior to the Event. This guaranteed number or the actual number of people in attendance, whichever is greater, will be used to determine the final bill. If a guaranteed guest count is not provided, the estimated guest count will be used in its place.

A twenty-two percent (22%) service charge and all appropriate taxes will be applied to the final bill.

Final payment must be made at the conclusion of the Event. In the event that the food & beverage minimum is not reached, the remaining balance will be shown on the final bill as an "unmet minimum."

The deposit will be applied to your final bill. I understand that all deposits are nonrefundable. Cancellations within 48 hours are subject to 50% of the estimated contract. Cancellations within 24 hours are subject to 100% of the estimated contract.

Credit Card is a hold for the event. Nothing will be charged to the credit unless a cancellation occurs.

Room rental fee's will be higher in the month of December, please inquire

Your reservation will not be confirmed until contract is returned & signed with a credit card.

Deposit Payment Form

Deposit Amount: _____ Food & Beverage Minimum: (non-inclusive of tax & gratuity) _____

Credit Card Number: _____ Expiration Date: _____ CVC: _____

Client Print: _____

Client Signature: _____ Date: _____