



PRIVATE EVENT BANQUET TERMS

- I. A Credit Card is required to book a Private Event for any Area/Space in Brewster's Bar & Grill.
- II. The Deposit amount of \$_____ will not be charged unless you cancel within 30 days of the scheduled event. If your credit card information is not received by the due date, your reservation will be cancelled and Brewster's Bar & Grill will have no further obligation. You agree and authorize Brewster's Bar & Grill to charge your credit card, in accordance with the attached credit card authorization form and for final payment unless otherwise specified.
- III. DEPOSIT: The Deposit is not part of your payment. Your Deposit will be returned within 3 days of your completed event, after our venue has been thoroughly inspected.
- IV. Banquet Pricing Options do not include Tax or 20% Service Charge.
- V. A 21% Service Charge will be added to the final Food & Beverage Bill for Gratuity.
- VI. FINAL PAYMENT: Payment will be due in full within two full weeks of the day of your event. All invoices are subject to tax and service charge. State and local sales tax and a service charge of 20% will be added to the final bill.
- VII. ADDITIONAL: Late payments and bounced checks will incur a service charge of 20%.
- VIII. CANCELLATION: can be made up to 30 DAYS prior to your event.
- IX. Final guest count and menu choices must be arranged with the Banquet Manager TWO WEEKS prior to your event.
- X. Any dessert brought in to the restaurant will be charged a dessert fee. Please contact our Banquet Manager for more information.
- XI. Any wine brought into the restaurant will be charged for corkage. Please contact our Banquet Manager for more information. We ask that you pre-select liquor, wine or beer if you would like a special Banquet Bar for your event.
- XII. Upon finding contraband alcohol, illegal drugs, active marijuana use, Brewster's Bar & Grill reserves the right to add an additional \$1,000.00 to your invoice and/or discontinue the event.
- XIII. All damaged caused by vomit will incur a \$750.00 charge to your invoice.
- XIV. Licensed Security Guards are required at all Private Events. The number of guards is dependent on the number of attendees. For your event, _____ guards are needed.
- XV. No decor is to be hung on the walls or windows.
- XVI. Children are welcome at all events, but need to be supervised at all times.
- XVII. The Banquet Contract must be signed and returned by the Reserving Party by the agreed upon specified date.
- XVIII. Due to the uncertainty of COVID-19 and shut downs we are reserving spaces and times as long as we are able to stay open. We will do our best to accommodate. Please be understanding if we should have to close you will be notified and your event will be cancelled until we are able to open up again. Any questions please ask.

Prices on food, beverages and minimums are subject to change seasonally. We will always inform you if there are any changes that are made after you have booked your event.

PRIVATE EVENT BANQUET CONTRACT

Date of Issue: _____

Contract Due: _____

Event Type: _____

Reserving Party: _____

Time Of Event: _____

Event Location Within Brewster's Property: _____

Expected Attendance: _____

Contact Name: _____

Street Address: _____

City, State, Zip: _____

Email: _____

Phone Number: _____

CONDITIONS OF AGREEMENT AND RESERVING PARTY RESPONSIBILITIES

The Reserving Party agrees to begin and end the event at the scheduled times. We require a Space deposit as denoted. Space rental is for a period of 3 hours for daytime events and 4 hours for evening events. If additional event time is required, the additional fee is \$250.00 per hour, plus additional food and beverage purchases. Extended time purchases are contingent on room availability. The Reserving Party agrees to assume full responsibility for the conduct of his/her guests and to conduct the event in an orderly and respectable manner in compliance with the applicable laws. Damages resulting from guests in attendance of an event will be charged to the Reserving Party.

ALCOHOL AND MINORS

Outside alcoholic beverages are prohibited on our premises. We reserve the right to request a photo ID of any person of questionable age and reserved the right to refuse alcoholic beverages to anyone that appears in our judgment to be intoxicated. If it is determined that minors are being served alcohol at your event we reserve the right to add an additional \$1000.00 charge to your invoice and/or close the bar for a time period determined by management, or for the remainder of your event. Amounts pre-paid for the bar upon closure are non-refundable. You and your guests are responsible for minors at your event and you indemnify us from any liability created from the minors consuming alcohol at your event. The service of alcohol will always be in accordance with alcohol beverage laws and regulations.

PROHIBITED ITEMS

The following are not permitted at any time: Open Flames, Illegal Drugs, Sparklers, Glitter, Birdseed, Sand, & Confetti.

HOLD HARMLESS

The Reserving Party agrees to hold harmless the restaurant, its partners, associates, agents, officers, directors, affiliates, and independent contractors from any and all claims, actions, suits, or allegations from damages to person or property which relates, emanates, or in any way pertains to the event other than those resulting from the negligence or misconduct of the restaurant or its employees.

Reserving Party / Client Signature: _____

Group Sales Manager Date: _____

Credit Card #: _____

Expiration Date: _____

Name on Card: _____

CV#: _____