



## Private Event Contract

At Shaggy's, our primary focus is to ensure you leave happier than when you arrived! Our vibes are laid back, but our food and service are top-notch! That is why we cater to events of all shapes and sizes. No matter the occasion, we put in the work, so you don't have to!

We are excited to have the opportunity to serve your party in the best way possible. Please review the information below and sign in the designated areas to avoid any miscommunication.

A final headcount is due ten (10) days before the event.

Today's Date: \_\_\_\_\_ **Client Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ **Event Details**

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Guest Count Estimate: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Highchairs Needed: \_\_\_\_

Contact Person: \_\_\_\_\_

Company/Affiliation: \_\_\_\_\_

Note: A private dining room cannot be reserved until Shaggy's receives a deposit and the signed contract. The reservation will be made once the deposit is received and the contract is signed. If the guest neglects to remit the deposit on time, Shaggy's on the Rez reserves the right to cancel the customer's event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TERMS & CONDITIONS

### MENU SELECTIONS and INITIAL \_\_\_\_\_

All food packages are served buffet style unless we have discussed otherwise. Guests have the option to choose from the following menus:

- Life's A Beach** - \$25/person
- Shake Your Palm Palms** - \$32/person
- Tropic Like It's Hot** - \$40/person

Please be aware are not able to make any substitutions.

A final menu must be selected and finalized ten (10) days before the event, with no exceptions.

Menu items are subject to change based on the availability of the product.

### ADDITIONAL FOOD OFFERINGS:

#### Dessert: \$4 per person

Choose **one** of the following:

- Brownie Bites
- Cheesecake
- Keylime Pie

#### Salad: \$5 per person

Choose **one** of the following:

- Garden Salad
- Caesar Salad

### BEVERAGE MENU SELECTIONS INITIAL \_\_\_\_\_

Please choose from the following options:

**Non-Alcohol Package:** Choose **one** of the following:

- \$3 per person unlimited refills on soda and iced tea
- Pay per drink ordered

#### Alcohol Beverage Packages:

- Toast to the Coast** - \$12 per person  
Two drink tickets good for domestic beer & house wine
- Big Water** - \$18 per person.  
Two drink tickets good for domestic & import draft beer, house wine, specialty drinks, call & premium alcohol
- Open Bar** - Total bar tab to be added to the final bill - paid at the end of the event
- Cash Bar** - Guests are responsible for purchasing their alcoholic beverages

### **PRIVATE DINING INITIAL\_\_\_\_\_**

Upstairs Private Dining Room

Shaggy's on the Rez has a private dining room overlooking the beautiful Ross Barnett Reservoir! The space has a private balcony, its own bar, and restrooms, and can accommodate 90 people sitting and 120 people standing.

**Stair Access Only:** The private party room is located on the second floor of our facility, and there is no elevator available for access. Guests must be aware that stair access is the only means to reach the private party room.

While we are unable to offer elevator access, we are committed to accommodating individuals with mobility challenges to the best of our ability. Please contact our staff in advance to discuss specific needs and potential solutions.

### **ROOM DEPOSIT INITIAL\_\_\_\_\_**

An initial deposit of 25% is required and must be received with the signed contract to reserve the room.

Any person signing in agreement with Shaggy's on the Rez in the name of an organization or corporation represents to Shaggy's on the Rez that they are authorized to sign the agreement on that organization's behalf.

### **PAYMENT POLICY INITIAL\_\_\_\_\_**

The initial quote sent does not reflect the actual spend.

Full payment is due upon the completion of your event, including food, beverage, 20% gratuity, taxes, fees, and any additional costs above the set food and beverage minimum. Should the purchases at the event not meet the minimum, the variance will be charged as a private dining fee.

Unless agreed upon in advance and specified in this contract, all food and beverage will be billed on one check.

We accept American Express, MasterCard, Visa, Discover, certified checks, or cash.

### **Tax Exemptions INITIAL\_\_\_\_\_**

Any organization claiming exemption from applicable taxes must present a copy of the organization's tax exemption certificate 48 hours before the event. Otherwise, taxes will be charged.

### **PRIVATE PARTY TIME LIMIT INITIAL\_\_\_\_\_**

Private parties are based on 2.5 hours. There is a \$150 per hour charge if you would like to extend beyond the allotted 2.5 hour time block.

### **CANCELLATIONS INITIAL\_\_\_\_\_**

Cancellations must occur seven (7) days before the event for a full refund. Cancellations made less than seven (7) days before the event forfeit the deposit and result in a full charge of the food and beverage minimum, including tax, a non-cash adjustment fee, and the 20% gratuity to the credit card on file.

The event will be considered canceled if the guest is more than (1) hour late for the event, without reasonable attempts to contact Shaggy's on the Rez's management, and results in a full charge of the food & beverage minimum, including tax, fees & 20% gratuity to the credit card on file.

### **GUEST COUNT INITIAL\_\_\_\_\_**

A guaranteed guest count is required ten (10) days prior to the date of the event. If no final guest count is received, we will set up and charge for the number of guests in the attached proposal or the actual guest number, whichever is greater.

We will do our best to accommodate additional guests should they arrive; we cannot guarantee service or seating if extra guests arrive based on the terms outlined in the signed proposal.

### **DECORATIONS AND FURNISHINGS INITIAL\_\_\_\_\_**

Guests may bring decorations with pre-approval. Glitter and confetti are not approved decorations. Nothing can be tacked or taped to the walls or furnishings. No upstairs tables or chairs are to be removed from the party room. Any rearrangement of the existing furnishings must be approved in advance. We do not permit parties to bring in any additional furniture unless approved by Shaggy's private event staff.

### **OUTSIDE F&B INITIAL\_\_\_\_\_**

All food and beverage are to be provided by Shaggy's on the Rez except for cakes or cupcakes. Cakes and cupcakes must be approved by Shaggy's on the Rez.

### **SECURITY INITIAL\_\_\_\_\_**

Shaggy's on the Rez reserves the right to inspect and control all private events and may require security for specific events, in which the guests will be responsible for the cost. Shaggy's is not liable for any lost or stolen property.

Shaggy's on the Rez strictly adheres to laws and regulations about the sale and service of alcoholic beverages, including sales to minors and intoxicated persons. Shaggy's and its employees have the right to refuse alcoholic beverages to any patron or guest who, by their behavior or appearance, is believed to be incapable of tolerating further alcohol consumption.

No one is permitted to smoke or vape inside of Shaggy's on the Rez.

### **LIABILITY INITIAL\_\_\_\_\_**

The guest agrees and acknowledges that Shaggy's can approve, refuse service, or cancel a group/event that does not adhere to any liability related to an unforeseen emergency, such as fire, national emergency, inclement weather, etc.)