

Event Name: Kelly Saiced Rehearsal Dinner
 Event Date: November 15th, 2024



Blue Jay Bistro
EVENT CONTRACT

The details of the food and beverages to be served at your Event shall be set forth on a separate proposal which shall be part of this contract.

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| "Event": | DEFINITIONS: As used herein, the following terms shall have the following meanings: |
| "Bistro": | The banquet, reception, or other private function which is the subject of this agreement |
| "Host": | Blue Jay Bistro |
| | A person, corporation, organization, association or society contracting for the Event with the Bistro |

- 1) **FOOD & BEVERAGE MINIMUM:** The F&B Minimum is \$1000 on Wednesday/Thursday and \$1500 on Friday/Saturday.
- 2) **TAXES:** Current sales tax (7.00%), where applicable, will be added to the price of an Event. If a Host is tax-exempt, the Bistro must be supplied with a current and valid tax-exemption certificate.
- 3) **SERVICE CHARGE:** Twenty-two percent (22%) of total food and beverages charges for the Event will be charged.
- 4) **GUARANTEE:** At least 4 days prior to the Event, the Host agrees to notify the Bistro of the exact number of guests to be in attendance. This number shall constitute a guaranteed minimum. The number may increase; however, it may not be decreased.
- 5) **CANCELLATION:** If the Event is cancelled or otherwise terminated, the Host shall remain liable for a cancellation fee in accordance with the following table:

| <u>CANCELLATION PRIOR TO SCHEDULED EVENT</u> | <u>CANCELLATION FEE</u> |
|--|--------------------------------|
| 0 to 5 days | 75% of food & beverage minimum |
| 6 to 10 days | 50% of food & beverage minimum |
| 11 to 14 days | 25% of food & beverage minimum |

CANCELLATIONS FOR EVENTS IN THE MONTH OF DECEMBER ARE LIABLE FOR 75% FEE REGARDLESS OF THE CANCELLATION DATE PRIOR TO THE EVENT

Should the Bistro be able to rebook the room and date with a comparable function after cancellation, all or a portion of the cancellation charge may be refunded.

- 6) **CHANGES:** Detailed arrangements regarding menu, beverages, entertainment, table decorations and audio-visual equipment must be completed 5 days in advance of the Event. Changes **may not** be able to be made to the menu within the 4 day period preceding the Event.
- 7) **ADDITIONAL ITEMS:** If the Bistro furnishes any food, beverage, or any other services not specifically provided for in this agreement, the Host agrees to pay the Bistro for the items and/or services together with the appropriate service charges and taxes.
- 8) **FOOD & BEVERAGE SERVICE:** No food or beverages, except a cake (which must be discussed prior), may be brought into the Bistro. Outside caterers are not allowed use of the Bistro premises.
- 9) **RIGHT TO REFUSE SERVICE:** The Bistro reserves the right to refuse service of any type including alcoholic beverage service to intoxicated guests. All rules and regulations of the Alcoholic Beverage Control and the ALE will be strictly enforced. With the exception of purchased wine, **NO ALCOHOLIC BEVERAGES, MAY BE BROUGHT IN OR TAKEN OUT OF THE BISTRO.**
- 10) **BANQUET ROOM LIABILITY:** Bistro reserves the right to inspect and control all functions. Cost of repair or replacement for damage to the Bistro's equipment or premises will be charged to the Host responsible for the Event.
- 11) **ENTERTAINMENT & BANDS:** No live music or any other entertainment act may be contracted unless arrangements have been made in writing prior to the Event.
- 12) **EVENT TIMES:** It is the responsibility of the Host to see that all persons involved with the Event depart the premises after the completion of the engagement. All entertainment equipment or décor must be removed from Bistro within one hour after the Event's pre-scheduled ending time; beyond one hour, additional overtime fees may be charged at the Bistro's discretion.
- 13) **DECORATIONS:** The Bistro does not permit the affixing of anything to walls, floors or ceilings with nails, staples, tape or any other substance unless prior approval is given by the Bistro. The Member is responsible for any damages their decorators cause at the Bistro. All decoration plans must be approved by the Food and Beverage Director.
- 14) **BILLING:** Payment for the Event will be accepted at the conclusion of the Event in the form of Credit Card or Cash, and will be based on the guaranteed number or actual number of guests in attendance if greater.

Please sign below confirming your agreement to the foregoing terms.

 HOST SIGNATURE


 MANAGER SIGNATURE

 PRINTED NAME
Ziv Scherman

 PRINTED NAME

 DATE OF SIGNING
10.19.24

 DATE OF SIGNING