



# Banquet Room Agreement and Guidelines

NAME of EVENT:

DATE OF EVENT:

TIME:

1. To secure exclusive use of the banquet room on Fridays and Saturdays, Customer must guarantee at least \$350 in food and non-alcohol beverage spend. On Sundays and weekdays, exclusive use of the banquet room will require \$250 in food and non-alcohol spend.
2. At no point in time is any outside liquor or food permitted on Company 7 property. Failure to comply will result in immediate termination of the event with no deposit returned. Cakes are the only exception to this policy and can be discussed during the booking/menu creation process.
3. Bookings should be made as far in advance as possible---All banquet room bookings require a \$100 deposit at time of the booking that will be credited towards the total bill at time of the final planning meeting. Deposit is non-refundable if the event is cancelled less than 30 days before the contracted date.
4. Final menu, people count, and payment in full must be completed at least 2 weeks before date of the event. Any additional items, over and above the final menu, will be paid in full by Customer on the day of the event.
5. All events must conclude 30 minutes before restaurant closing.
6. Under no circumstances shall any item be attached to room drywall or ceilings and no glitter, table confetti, or live flame will be permitted. There shall be no attachments which leave a hole of any size in any wood wall or trim. Any and all room damages will be paid for by the Customer at the conclusion of the event. The Pit Boss on duty will inspect the room for any damage before and after event.
7. Bartenders and/or servers are available upon request.
8. Room configuration is available, but must be specified 2 weeks in advance of event.
9. We will do our best to accommodate requests for early room access for decorating, etc.
10. Alcoholic beverages will be provided, served, and paid for as agreed by the parties.
11. Non-alcoholic beverages will be charged by the glass with free refills.
12. If the Customer so desires, any food remaining in the serve line at the conclusion of the event will be packaged for the customer in traditional restaurant take out boxes at no charge to the Customer. Company 7 BBQ is not responsible for the safety and quality of said food after it leaves our supervision and care. Customer is responsible for said surplus food items once in takeout boxes.
13. Prices are subject to change without notice unless full payment has been received.
14. Any and all outside "use fees" such as specialized tables, chairs, centerpieces, etc.---or "copyright fees" such as outside music royalty or band/DJ charges are the customer's responsibility unless prior arrangements are made in writing with Company 7.
15. Exceptions to the above by mutual agreement.
16. NOTES:

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Customer Signature

Company 7 BBQ

Date

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_