

# HEARTHSIDE EVENT CONTRACT

**Contact Name:**

**Phone/Email:**

**Event Date & Time:**

**Guest Count:**

A deposit of 25% of the estimated total is due upon signing of this agreement. This deposit is nonrefundable one month before the scheduled date of the event. At this time, a menu will have been selected and an estimated head count should also be given. Deposit will be applied to the total balance. This deposit will secure the date as determined above.

**Minimum Charge:** Minimum charges do not include tax and 20% service gratuity. Charges are based on a four (4) hour event, beginning when the first guests arrive. Should the event exceed four hours, an additional fee of \$150 per every additional hour will be added to the final bill.

**Tuesday-Thursday**

\$7500

**Friday/Saturday**

\$9000

**Guaranteed Policy:** A final head count needs to be received within three (3) days prior to the event. If we are not notified of the appropriate guest count, the count indicated on this contract will be considered the guaranteed number and will be charged accordingly. All food and beverage is subject to 20% service charge and applicable state taxes. Prices are subject to change and will be confirmed three (3) days prior to your function.

**Cancellation Policy:** If you need to cancel your event, you are required to contact the restaurant no less than (7) days/ 1 week prior to your event. If you do not provide us with the appropriate notice you will be charged for the minimum value set for your function.

Please provide a tax exempt certificate prior to your event.

This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or service cannot be furnished for any reason due to such circumstances, other food and service may be substituted at prices ordinarily charged to them, but not in excess of price agreed upon.

A signature below indicates that you have read and agree to the terms of this agreement as outlined above.

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