

Name of Party: \_\_\_\_\_ Number of guests expected: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Day: \_\_\_\_\_ Event Start/Ending Time: \_\_\_\_\_

## The Beach Grill Restaurant and Resort's Special Function Information & Policies

**Decorations** - While you are permitted to bring in centerpieces and decorations for your event, items may not be attached to any stationary walls, floors or ceilings with nails, staples, tape or any other substances. The use of confetti, glitter or garland for decorating is not permitted. No signs may be placed in common areas. Decorations may be set-up no earlier than one hour prior to the start of your scheduled event, unless otherwise approved by The Beach Grill Restaurant and Resort. All decorations must leave with you the client at the conclusion of your event.

**Deposit/Payment** - A 20% non-refundable deposit is due upon signing of this agreement. Your deposit can be payed with Cash, money order or credit card. Final payment of the estimated balance is due (10) ten business days prior to your event. Cash, money order or Credit cards only, no personal or business checks will be accepted. If you choose to pay with a credit card there will be an additional 5% service fee added. Tax exempt organizations must furnish a certificate of exemption to the restaurant prior to your event.

**Final Count/Guarantee Policy** - A guaranteed final count is due (10) ten business days prior to your event. If no guarantee is received, the client will be charged for the number of guests originally contracted for when the reservation was made; or for the number of guests in attendance, whichever is greater. Should the actual number of guests fall below the guarantee, the client will be charged a minimum of \$18.95 per person for Lunch, \$26.95 per person for Dinner and \$11.85 per person for Appetizer Buffets. The guarantee can be no less than 25 adults. In addition, The Beach Grill Restaurant and Resort will not be obligated to serve or setup for more than five people above the guarantee number. All guarantees are based on adults. Cancellations must be made no later than (7) seven business days prior to your event.

**Food and Beverage** - In compliance with the health department and the LCC all foods, beverages and alcohol will be supplied by the Beach Grill Restaurant and Resort with the exception of a cake. If food or services specified cannot be furnished for any reason, other food and services may be substituted at prices originally charged for them, but not in excess of the price agreed upon. Please be advised that parties booked for peek Lunch and Dinner hours may experience slower food delivery times. Total Appetizer portions are based on number of people times the number of each item. Menu items are subject to change at any time without notice. All Buffets have a minimum of 40 adults guaranteed.

**Pricing** - Pricing is as follows; a minimum of \$18.95 per person for Lunch, \$26.95 per person for Dinner and \$11.85 per person for Appetizer Buffets. All parties of 25 people or more are subject to a \$2.00 per person setup fee. All food and beverage is subject to a 6% sales tax and a 20% house charge (which includes your gratuity). Prices are subject to change at any time without notice. All pricing is based on adults.

**Room Space Assignment** - Function space is assigned according to event size, type and availability. If the number of guests in a party increases or decreases after final confirmation, placement may be diminished or moved at sole discretion of The Beach Grill Restaurant. Based on size of party or needs and wants of a party a room fee may be charged. Room space is reserved for the contracted time only. There will be **NO** extension of contracted party times unless authorized by The Beach Grill prior to your event. If authorized there will be a fee assessed for the additional time. (On Friday and Saturday evenings the banquet room will be transformed back into it's original floor plan at 8:00PM)

**Security Deposit** - There is a \$200.00 security deposit which includes a \$75.00 cleaning fee if needed (to be determined solely by the Beach Grill) due upon signing of this agreement. The client agrees to be responsible for any loss of property or damage to The Beach Grill during their use of the premises. Any loss of property or damage to the Beach Grill occurring by the client, his/her guests or contractors will be applied to the client's billing. The Beach Grill Restaurant and Resort is not responsible for any items left on the premises which are stolen or damaged.

**Specialized Labor** - Outside entertainment may not be brought into The Beach Grill Restaurant and Resort without expressed permission of The Beach Grill Restaurant and Resort. Under no circumstances can you charge a fee or cover charge to a guest. D.J. service, Valet Parking, Coat Check, etc. are available at an additional charge unless otherwise specified. Notice of at least 14 days prior to the function date is required to contract certain services.

The Banquet Menu is based on a minimum of 25 adults on Family Style Menu and 40 adults on Buffet Menu. All final arrangements, and final number of guests must be completed no less than (10) ten business days prior to your event. All floor plans must be signed by client at this time. If not, The Beach Grill Restaurant and Resort will not be held responsible for the event and will be held harmless and the contract will be null and void. This agreement is void if the event cannot be performed due to circumstances beyond our control. All additional charges over and above the estimated billed incurred the day of the event must be payed at the conclusion of the event. All dates subject to cancellation with a 30 day notice by The Beach Grill Restaurant.

Non-Refundable Deposit Amount \$ \_\_\_\_\_ Method of payment: Cash \_\_\_\_\_ Charge \_\_\_\_\_ I understand that this will be charged to my credit card.

Signature \_\_\_\_\_

Date \_\_\_\_\_