

Nightbird **Private Dining Agreement**



GENERAL INFORMATION

Name of Party ("Guest") _____
Type of event ("Event") _____
Date of Party _____ Today's Date _____
Expected number of guests _____ Time of arrival _____
Primary Contact person _____ Phone number _____
Secondary Contact person _____ Phone number _____
Email _____ Final Bill Recipient _____
Check Presented Yes _____ No _____
Floral Arrangement (supplemental charge) Yes _____ No _____
Credit Card Information _____ Exp. _____ CVC _____

LINDEN ROOM

Can Accommodate up to 14 guests for Cocktail Reception / Party

January – November

Minimum Sun – Weds - \$2000 Minimum for the entire evening or \$600 / Hour

Minimum Thurs – Sat - \$2500 Minimum for the entire evening or \$700 / Hour

MAIN DINING ROOM (Full Buy Out – Including Linden Room)

Can Accommodate up to 40 seated guests or 70 person cocktail reception

January – September

Dinner Minimum \$11000 Food and Beverage Minimum

October - December (Or Holiday's)

Dinner Minimum Sun – Weds - \$11000 Food and Beverage Minimum

Dinner Minimum Thurs – Sat - \$17000 Food and Beverage Minimum

All events are exclusive of 8.75% sales tax, 20% service charge, and SF mandated surcharge.

MENU

As our menus change frequently, all menu items are based on availability and are subject to change. Please list any dietary restrictions or aversions below:

Menu Heading (i.e. Happy Birthday Joe!)

Menu Item Requests (i.e. Caviar, Foie Gras etc. subject to supplemental cost)

WINE SELECTION

Wine Pairing offered at \$130 per person for 5 courses. Additional wine selections available to be customized. Special order wines also available and are subject to pricing at the discretion of Nightbird.

POLICIES

Corkage Fee

A corkage fee of \$75 per 750ml shall apply to any bottle not purchased from the Nightbird wine list.

Booking Procedure

Tentative bookings will be held for 72 hours. Bookings will be guaranteed with a 20% deposit ("Deposit") per event. The balance will be due and payable on the day of the Event unless prior arrangements have been made.

Cancellation Policy

Cancellations made 14 days in advance of the Event date shall receive a full refund of the Deposit. Cancellations made less than 14 days of the Event date shall not receive a refund of the Deposit. All confirmed December bookings are final and shall not be entitled to Deposit refund.

Guest Count

The Guest shall provide an accurate and final guest count to Nightbird no later than noon (12:00p.m. PST), two (2) business days prior the date of the Event. Event charges shall be calculated by Nightbird and paid by Guest based on the guaranteed guest count, or actual guest count, whichever is greater.

Equipment & Rentals

Additional charges shall apply should the Guest require special equipment or rental equipment for the Event (i.e., audio visual equipment, special table needs, etc.). The Guest must notify Nightbird of any special requests no later than two (2) weeks prior to the date of the Event.

Service Charge

A service charge for the Event shall be added to the final bill in the amount of twenty percent (20%). The San Francisco employer mandates surcharge will also be added.

I hereby attest that I have read and agree to the terms and conditions listed above.

Date

Signature