

East End Grill Private Dining Room Contract

Please select from the following options:

_____ **Option A: Lunch** – This dining option provides a rental of our Private Dining Room from 11:00 AM – 3:45 PM. With this rental option, there is a \$300 food and beverage minimum. This number does not include state tax. There will be a 20% service charge, which is our server compensation policy for large parties.

_____ **Option B: Early Dinner** – This dining option provides a rental of our Private Dining Room from 5:00 PM – 7:00 PM. With this rental option, there is a \$400 food and beverage minimum. This number does not include state tax. There will be a 20% service charge, which is our server compensation policy for large parties. If the event continues beyond 7:00 PM, this constitutes as a full rental, and a \$750 minimum will be imposed.

_____ **Option C: Late Dinner** – This dining option provides a rental of our Private Dining Room from 8:00 PM until the restaurant closes. If the late rental is on a Sunday, it will be from 7:00 PM until 9:00 PM, due to the fact that we close an hour earlier. With this rental option, there is a \$400 food and beverage minimum. This number does not include state tax. There will be a 20% service charge, which is our server compensation policy for large parties.

_____ **Option D: Full Dinner** – This dining option provides the full rental of our Private Dining Room for the entire evening. Start and end times are flexible, as long as the chosen start time is after 4:00 PM. With this rental option, there is a \$750 food and beverage minimum. This number does not include state tax. There will be a 20% service charge, which is our server compensation policy for large parties.



Host Information

Host Name:

Company Name (if applicable):

Dining Option:

Number of Guests:

Date and Time of Reservation:

Phone Number:

Email:

Credit Card Type:

Credit Card #:

Expiration Date:

Security Code:

Private Dining Room Policies

- > We offer limited menu's, menu's curated by our head chef specialized to you and your guests wants and needs, as well as personalized flower arrangements for your event. If you would like to select a special menu or a flower arrangement, your final selection will need to be done two weeks prior to your event.
- > THE MAXIMUM CAPACITY IN THE PRIVATE DINING ROOM IS 20 PEOPLE.
- > No outside food or beverages are permitted with the exception of cakes from licensed bakeries. A \$20 cake cutting fee will be applied. We also have whole cakes for purchase if desired.
- > Decorations such as balloons, or table centerpieces, are permitted. Any decorations that would need to hang on the wall are not permitted. Any damages to the Private Dining Room are the responsibility of the guest.
- > I UNDERSTAND THERE WILL BE A \$100.00 CANCELATION FEE CHARGED TO THE CARD LISTED ABOVE, IF MY RESERVATION IS CANCELLED LESS THAN 7 DAYS IN ADVANCE. PARTIES CANCELLED LESS THAN 24 HOURS IN ADVANCE OR THAT ARE A "NO SHOW" WILL BE CHARGED \$400.

I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION AND WILL ABIDE BY ITS OUTLINED POLICIES.

Host Printed Name

Host Signature

Manager Printed Name

Manager Signature

For any questions or requests to alter any of these options please contact

Riley Huber

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