

Ventura's Offshore Cafe Event & Private Dining Agreement

1. Guaranteed Guest Count

Final Count: A final guaranteed guest count is required seven (7) days prior to the event date.

Billing: After this deadline, the "Final Count" is the minimum number for which you will be charged, even if fewer guests attend.

Increases: We will do our best to accommodate increases in guest count made within 48 hours of the event, but they are subject to space availability and a 15% rush surcharge per additional guest (plus the per person price) to cover expedited staffing and supplies.

2. Deposit & Cancellation

Deposit: A non-refundable deposit of \$200.00 is required to secure the date and time of your reservation.

Cancellation: A non-refundable deposit of \$200.00 is required to secure the room. This deposit will be applied to your final bill. If the event is cancelled less than 72 hours prior to the scheduled start time, the deposit will be forfeited as liquidated damages to compensate the restaurant for lost revenue and preparation costs.

☐ **3. Menu & Service**

Fixed Menu: For parties of [25] or more, a Prix-Fixe" menu is required. This ensures your guests are served in a timely manner and the kitchen maintains its quality standards.

Alcohol: All beverages are billed based on consumption when a consumption bar or limited bar is chosen. If you choose a Cash Bar all guests will be billed for their Alcoholic beverages

4. Fees & Gratuity

Service Charge: A 20% gratuity will be automatically added to the final bill

Room Fee: \$200.00

Linen Fee: \$3.00 per table

Tax: New Jersey Sales Tax will be applied to all food and beverage charges.

5. Room Capacity & Setup

The area reserved is based on your initial guest count. If the guest count increases significantly, Ventura's Offshore Cafe reserves the right to relocate the party to a more suitable area or split the group across multiple tables to comply with Fire Code regulations.

Client Signature: _____ **Date:** _____

Restaurant Manager: _____ **Date:** _____