



PRIVATE PARTY ROOM RENTAL AGREEMENT

Client Information

Client / Organization Name: _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

TERMS & CONDITIONS

1. Minimum Purchases & Fees

- Client agrees to the following minimum food & beverage purchase requirements
- A **3% booking fee**, applicable **sales tax**, and **20% gratuity** will be added to all final charges.
- Gratuities, taxes and fees do not apply toward minimum purchase requirements

Lunch (11am–4pm)

- Party Room: \$200 minimum
- Party Room + Adjoining: \$600 minimum

Dinner (4pm–Close)

- Weekdays (Monday-Thursday) Party Room: \$350 minimum
- Weekends (Friday-Sunday) Party Room: \$750 minimum
- Weekdays (Monday-Thursday) Party Room + Adjoining: \$1250 minimum
- Weekends (Friday-Sunday) Party Room + Adjoining: \$2000 minimum

Holiday Rates (after 3pm on select dates)

- Party Room: \$200 room fee + \$1000 minimum
- Party Room + Adjoining: \$500 room fee + \$2000 minimum

2. Deposit & Payment Terms

- A deposit may be required to secure the reservation.
 - Party Room: \$200.00 deposit
 - Party Room + Adjoining: \$500.00 deposit
- Deposit becomes **non-refundable within 48 hours** of the event.
- Deposit is **due 1 week** before the event.
- Remaining balance is due **at the conclusion of the event.**
- **Private event checks may not be split**

3. Final Guest Count & Menu

- Menu selections must be finalized a minimum of 1 week before the event.
- Final guest count must be confirmed a minimum of 72 hours before the day of the event.
- Billing will be based on this final count regardless of attendance.

4. Food & Beverage Service Policies

- Buffet service is **all-you-can-eat**.
- Appetizers will be served at event start time.
- Main entrees will be served 30 minutes after event start time
- Buffet items will remain available for a **maximum of 2 hours** from buffet start time.
- All buffet items will be removed 30 minutes prior to event end time.
- **Take-out containers are not permitted** for buffet leftovers.
- Management reserves the right to refuse alcohol service to any guest.

5. Room Use & Timing

- Lunch events include a **2-hour rental period**.
- Dinner events include a **3-hour rental period**.
- Events exceeding the reserved time will be billed:
 - Private Party Room \$50 per 30 minutes
 - Private Party Room + Adjoining Room \$100 per 30 minutes
- A/V use fee: \$25
- Management reserves the right to conclude the event promptly to accommodate the next booking
- All guests must vacate the event space by the contracted end time.

6. Decorations, Furniture & Damages

- *No confetti, glitter, or wall attachments.*
 - *A cleaning fee of \$50 will be billed if confetti or glitter are used*
- *Setup allowed **15 minutes** prior to event start.*
- *Client is responsible for all damages caused by guests.*
- *Guests may not move furniture without management approval.*
- *Client is responsible for clean up of decorations.*

7. Outside Food & Beverage Policy

- *No outside food or beverages allowed.*
- *We do allow cakes from licensed bakeries to be brought in.*
- *There is a cake cutting fee of \$1.99 per person*

8. Cancellation Policy

- *Cancellations within **48 hours** of event will forfeit the deposit.*
- *Reductions after final confirmation do not reduce financial responsibility.*

9. Liability & Conduct

- *Client assumes responsibility for guest behavior.*
- *White House Pizza may end the event or remove guests for unsafe/disruptive behavior without recourse.*
- *White House Pizza is not responsible for lost, stolen, or damaged personal items.*
- *White House Pizza is not liable for failure to perform due to circumstances beyond reasonable control including weather, power outages, or emergencies.*

ACKNOWLEDGEMENT

I have read and agree to all terms of this Private Event Rental Agreement.

Printed Name: _____

Client Signature: _____ **Date:** _____

Thank you! White House Pizza Catering Manager: *Courtney Lumberg*