

imbibe PRIVATE PARTY RESERVATION

Today's Date: _____

Reservation Name: _____

Contact: _____

Person Responsible for Payment: _____

Address: _____

Day Phone: _____ Cell: _____ E-Mail: _____

Date of Event: _____ Time of Event: _____

Type of Event: _____ Number of Guests: _____

Area(s) Requested: _____ Rooftop Patio (Occupancy: 45)

_____ Humidor Lounge (Occupancy: 55)

_____ MOD Room (Occupancy: 85)

Beverage Service: Hosted Bar (20% gratuity added to total) _____ Cash Bar _____

Notes: _____

Food Service:

- imbibe to provide food _____ Budget Range _____

Menu Request: _____

- Client to provide food _____ Caterer/ Phone: _____

Cigar Service: Brand _____ Qty: _____ Budget Range: _____

DEPOSIT POLICY: An amount of _____ is due at time of booking. If imbibe is providing food, an additional deposit equal to 50% of estimated food cost is also required at booking.

PAYMENT POLICY: Full payment is due on the day of the event.

RESERVATION CANCELLATIONS: In the event of cancellation more than 7 days prior to the event date, you are eligible for a complete refund less a reservation cancellation fee of _____. Cancellations for reservations with food service received by imbibe less than 7 days prior to the event are not eligible for a refund. Please note that we require notification of the cancellation in writing.

Date deposit received: _____ Cash/Charge/Check # _____

Client Printed Name: _____

Client Signature: _____

Imbibe Employee Booking Event: _____

Imbibe Manager Approval: _____ Date: _____

Please complete form and mail to the address below.

Once we have your completed form, you will receive an e-mail or fax confirmation that it was received. imbibe will schedule an appointment with you to review form & make deposit arrangements. Reservations are not guaranteed until this contract is executed by both parties and deposit is received. Blackout dates are not available for Private Party Reservations. Please contact imbibe management with any questions.



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