



# Private Dining & Event Contract

Reservation Name:	Contact Phone Number:
Reservation Date:	Contact E-Mail:
Time:	On Site Contact:
Guest Count:	Event Manager:

**The Private Dining Room (PDR) food & Beverage minimums are based on the following schedule:**

Monday through Sunday, 11:00am-3:00pm: \$250\*

Sunday through Thursday, 5:00pm-10:00pm: \$500\*

Friday and Saturday 4:30-7:30 or 8:00pm-11:00pm: \$750\* each or \$1500\* for the night

*\*During George Mason Graduation week and the Holiday Season, including the week prior to Thanksgiving, through New Year's Day, there will be an additional \$250 added to each minimum.*

These minimums are based on consumption, before the addition of VA sales tax and gratuity. If the minimum is not met, the difference will be met in the form of Oh George! Gift Cards, and added to the check, before the addition of VA sales tax and gratuity.

**Non-Private Group Reservations**

We can reserve tables for groups of 8 or more, utilizing tables either in our PDR, or in the Taphouse section of our restaurant. Since other guests may be sat around you, these are considered non-private group reservations, and carry no food & beverage minimum. For groups of 12 or more, we do require a credit card to hold the space. **Groups larger than 20, utilizing the back room, must book as a PDR event.** There is a fee that will be charged, for non-private events, to the card on file if the reservation is cancelled less than 48 hours prior to the event. *See last page for more information.*

Event Description:

Room Setup:

Menu Selection:

Alcohol:  Not Permitted  Full Bar  Drink Tickets-> ( ) Per Guest  Beer & Wine Only  
 Paid for by the Host  Paid for by the individual guest  Food & Alcohol on separate checks

Special Instructions:

#### **Payment Information**

A credit card number is required to hold the reservation for the PDR, although, another form of payment may be used for payment the day of the event. We cannot issue separate, itemized checks for PDR functions, but, can accept up to a maximum of five forms of payment to be split over the balance. We do not take checks, business or personal. Payment is due at the conclusion of the event.

#### **PDR Cancellation Policy**

A final confirmation of the reservation is due no later than one week prior to the event date. Cancellation fees are as follows:

Less than 48 hours prior to event – 100% of the food & beverage minimum

Three to seven days prior to the event - 50% of the food and beverage minimum

#### **Non-Private Group Cancellation**

Cancellation within 48 hours of event - \$50. This also applies to “no shows”. See page for more information.

*We will assess these fees to the credit card on file unless an alternative form of payment is given.*

Cancellation due to forces beyond our control – the restaurant’s or our guest’s - will result in the cancellation fees being waived.

### Food Allergies & Dietary Restrictions

With prior notification, we will make every reasonable effort to accommodate guests with food allergies or dietary restrictions. Depending on the severity of the condition, we may need to isolate and sterilize a portion of our kitchen which, during peak hours, may not be possible. Please alert us to any possible conflicts with your group's reservation.

### Additional Fees

Guests are welcome to bring outside desserts. There is one time charge of \$10 for any item(s) brought into the restaurant.

A standard corkage fee of \$20 will be applied to each bottle of wine brought in to the restaurant.

An additional charge of \$50 will be assessed as a room cleaning fee, for excessive decorations and/or trash left by the signee, or their guests.

The Client agrees to be responsible for any damages done in the premises by the Client, his or her guests, invitees and/or employees during the period of the time the Client is in the Restaurant. The Restaurant does not assume any responsibility for damage or loss of merchandise left in the Restaurant prior to, during or following the Client's function.

This agreement and any attachments constitute the entire Agreement between the Parties with respect to the subject matter and shall supersede all previous proposals both oral and written, negotiations, representations, commitments and other communications between the Parties. This contract may not be released, discharged, changed or modified except in writing and signed by duly authorized representatives of both Parties.

***The prevailing Commonwealth of Virginia Sales Tax (6.0%) will be added to all food, beverage and miscellaneous expenses related to your event, as well as a 3% admin fee. A gratuity of 20% is suggested and, with your authorization, will be added to your final check unless otherwise noted. If you would prefer to provide a different monetary amount please specify       %.***

Printed Name:

Signature:

Credit Card #:

Credit Card Expiration:

I, \_\_\_\_\_, agree to the terms and conditions of this Private Dining & Event Contract. I understand that the credit card information I have provided will be used in the event of a cancellation, with or without notice, if less than seven days, or 48 hours for non-private group events, prior to the event date, for all necessary charges and fees associated with this reservation, unless I provide another form of payment.



# Group Dining Credit Card Authorization

## Non-Private Group Reservations

We can reserve tables for groups of 8 or more, utilizing tables either in our PDR, or in the Taphouse section of our restaurant. Since other guests may be sat around you, these are considered non-private group reservations, and carry no food & beverage minimum. For groups of 12 or more, we do require a credit card to hold the space. There is a fee that will be charged to the card on file if the reservation is cancelled less than 48 hours prior to the event.

Reservation Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ Guaranteed Minimum Number of Guests: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Type:            **Visa**                    **Mastercard**                    **AMEX**

Cardholder Signature: \_\_\_\_\_

## Non-Private Group Cancellation & Fluctuation in Size

Cancellation 48 hours or less from the start of the reservation, or a No Show, will result in a \$50 charge.

There will be a \$10 charge for each person below the Guaranteed Minimum Number of Guests.

*We will assess these fees to the credit card on file unless an alternative form of payment is given.*

Cancellation due to forces beyond our control – the restaurant's or our guest's - will result in the cancellation fees being waived.

## Additional Fees

Guests are welcome to bring outside desserts. There is one-time charge of \$10 for any item(s) brought into the restaurant.

A standard corkage fee of \$20 will be applied to each bottle of wine brought into the restaurant. No other alcoholic beverages may be brought onto the property for the purpose of consumption.

An additional charge of \$50 will be assessed as a room cleaning fee, for excessive decorations and/or trash left by the signee, or their guests.

All Non-Private Group reservations are subject to a **3% Admin Fee**.