

<b>Bluewater Restaurant</b>		
<b>Special Event Contract</b>		<b>Event Name:</b> Baseball Banquet
12345 Main Street		<b>Event Date:</b> 06/14/2010
Portsmouth, NH 03801		
Phone: 603.345.6789		<b>Created Date:</b> 11/20/2009 12:44:54 PM
Fax: 603.567.7890		<b>Page:</b> 1 of 2

<b>Account:</b>		<b>Sales Person:</b>	
<b>Contact:</b>		<b>Host:</b>	
<b>Phone:</b>		<b>Booking Status:</b>	

Event Date	Time	Room	Event	Confirmation #	ATT	GTD

<b>Room Setup</b>
<b>Miscellaneous</b>

Qty.	Description	Price	Total
	<b>Appetizers</b>		
10	Menu Items Here	\$100.00	\$1,000.00
	<b>Entree's</b>		
10	Menu Items Here	\$35.00	\$350.00
	<b>Dessert</b>		
10	Menu Items Here	\$50.00	\$500.00

Description	Total
Food	\$1,000.00
Beverage	\$350.00
Audio Visual	\$500.00
<b>Sub Total for Above Catagories</b>	<b>\$1,850.00</b>
Gratuity	15.0% \$202.50
Sales Tax	5.0% \$92.50
<b>Grand Total</b>	<b>\$2,145.00</b>
Deposit	(\$900.00)
<b>Estimated Amount Due</b>	<b>\$1,245.00</b>
Price Per Person	\$185.00

**Reservation & Deposit**  
Reservations are tentative and not considered final and therefore may be cancelled by Bluewater Restaurant at any time until a signed contract and deposit are received by Bluewater Restaurant. A facsimile signature is sufficient for purposes of a signed contract. Deposits are due at the time the reservation is made. Deposits are non-refundable if the event is cancelled by the Host within two (2) weeks of event unless the event is scheduled between November 20th and January 31st of any year, in which case the entire deposit is non-refundable unless cancellation is received more than thirty (30) calendar days prior to the event. A deposit in the amount of \$XXXXXX is required. Deposits are applied to the balance, and the entire balance is due on the event date. Unpaid balances will bear interest from due date at 1% per month not to exceed the highest rate allowable by law. **Guest Initial** \_\_\_\_\_.

**House Policies**  
Host must note that Bluewater Restaurant has a variety of House Policies including certain restrictions regarding minors: Guests under the age of 21 (legal drinking age) must be accompanied by a parent or guardian, defined as a person 25 years of age or older, who agrees to be responsible for the conduct and safety of the underage guest. One parent or gurardian can accompany up to a maximum of four underage guests. Underage guests must remain with their parent or guardian at all times.

**Food & Beverage**  
As a responsible server in accordance with the State Beverage Regulations, we reserve the right to monitor and limit consumption of beverage alcohol.

All beverage charges are estimates. Exact charges will be assessed based on consumption at the conclusion of the event.  
20% gratuity will be added to all food and beverage charges.

**Number of Guests Attending Event**

The final guest count must be received no later than three (3) business days prior to the event. If the attendance varies from the final count, Host will be charged based on the greater number of guests. There will be a minimum count required for each event. **Guest Initial \_\_\_\_\_.**

**Credit Card Charges**

Upon execution of this contract, if consideration is offered by credit card, the undersigned Host agrees that a credit card may be charged for any charges associated with this event.

**Agreement**

I, the undersigned Host or agent for Host do hereby agree to the terms and conditions set forth herein. If I am an agent of the Host, I hereby state that I am able to enter into this agreement on behalf of the Host.

_____	_____	_____
Host (Signature)	Print Name	Date
_____	_____	
Restaurant Signature	Date	