



Banquet Contract and Agreement

Name of Host(s):

Date/Time of Event:

Phone:

Email:

Guest Count:

Location:

Room Rental Deposit:

Food Menu Type:

Bar Type:

Additional fees:

Deposit: Upon full payment of room deposit fee, the reservation is booked for that date. If you cancel your reservation within 60 days of your scheduled event, the room fee will not be refunded. If you cancel your event before the 60 days, then a \$100 cancellation fee will apply.

Room Fees: The private room deposit is separate from the balance of your day of event charges for food and beverages. The room fee must be paid in full to reserve your date and time upon signing this contract. All events must be no shorter than one hour and no longer than three. Exceptions can be made for events longer than three hours. Additional room fees will apply.

Room Amenities: Our private event room has its own sound system capable of playing a saved playlist. Streaming music from your phone is an option. Use of a wireless microphone and PA system is available for a fee. There is also the ability to play a slide show on our big 180-inch projection screen for a fee. You will need a laptop with an HDMI and an HDMI cord, however streaming via Chromecast is also available. Make a

VD/CD disk as a backup. There are private restrooms and a private entrance for event guests right off the event room. A lifted stage is available to be used as a head table or other purpose (not a dance floor) for an additional fee.

Guest Minimum: The private room requires a minimum of 20 people Sunday-Friday and 30 people Friday-Saturday. A max of 80 people is allowed in the banquet room. Events bigger than 80 guests can be accommodated by extending your function into the restaurant with dividers. Events bigger than 150 people will be required to buy out the restaurant. No refund will be given if less than your final head count arrives. A final headcount is required one week prior to the event. If no guarantee is received, the client will be charged for the most updated head count given, or the number of guests in attendance, whichever is greater.

Pricing: Prices listed are subject to change up to 30 days prior to the client's event.

Table/Room Setting: Linen table clothes and napkins are provided for a fee. We will do our best to accommodate moving tables and making room as specialized to your needs as possible. However, with large groups there is not always a lot of room. Bringing in friends/family or vendors to decorate and set up the event room is allowed only on the day of your event. We would be happy to hold onto any desserts, flowers, decorations prior to an event. Please bring them in the day before or earlier before your event.

Staffing: Stateline Brewery will provide all staffing needs including servers, bartenders, bussers, food runners and kitchen staff. Our service staff will be neatly dressed in all black attire. No other food and beverage staff from private or other companies will be permitted to work an event. Only hired DJ's, entertainers, planners and specialty vendors are permitted.

Outside Food & Beverage: No outside food or alcohol are allowed into the event. Food and alcohol not bought at the restaurant and consumed on premise will be confiscated and a possible charge will be added to the final bill. No guest may leave with alcohol from the event. Exceptions include outside pastries/baked goods which can be brought and served at an event for a fee. Outside specialty cakes are permitted, and our staff are happy to cut and present the cake for a fee. Wine bottles are permitted with a \$15 per bottle corkage fee served from our staff. Children under 5 will not be charged on any

food package. Please let us know of any guests with food and beverage allergies or disabilities. For those with disabilities, elevator access is in the main lobby entrance of Cecil's Fountain Plaza building.

Damage: The client is responsible for the conduct of their guests and agrees to pay the restaurant all damages arising from the occupancy and use of the restaurant facilities by the client, vendors and guests during the event. Payment for such damages shall be immediately due upon receipt of the restaurant invoice detailing repairs. If conduct from guests is egregious (loud and aggressive profanity, unwanted sexual advances and violence) toward staff, event guests or other restaurant patrons, your event may be promptly cancelled, and you will be asked to leave with no refund of the final bill. The restaurant will not assume responsibility for lost, stolen or damaged property left in the restaurant before, during and following the event. California law prohibits smoking of any substance inside the restaurant and on our patio. Stateline Brewery reserves the right to ask any event guest to leave the premises if their conduct is unbecoming.

Payment: All food and beverage charges will be presented on one guest check and are payable at the immediate conclusion of an event. With prior discussion, we can separate food from alcohol on two separate checks. Current sales tax and a 22% gratuity will be added to the final bill. We accept Visa, Mastercard, Amex, Discover and cash payment. Business and personal checks are not accepted.

Please read this information carefully. By signing this agreement, you hereby acknowledge this agreement, that you have received, read and acknowledged the contract, and you hereby authorize Stateline Brewery to process your credit card listed below for the amount of the deposit. Please indicate your acceptance by signing below and your event will be confirmed.

Credit Card# _____ Exp. Date _____ CRV# _____

X _____ Date _____

Signature

Thank you for choosing Stateline Brewery for your event. We look forward to working with you. Please feel free to call or text my cell anytime with additional questions. I am your personal guide from start to finish.

Kevin Fuller

Event Coordinator/Bar Manager

info@statelinebrewery.com

CP 317-408-6252 - SB 530-542-9000