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**Large Party Contract for DePaul’s Table**

**Customer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a contractual agreement for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (customer name) to hold a large reservation for an event at DePaul’s Table on (date) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**from (time)**\_\_\_\_\_\_\_\_\_\_**to (time) **\_\_\_\_\_\_\_\_\_\_**.

A deposit must be received along with a signed contract to reserve the desired date. A deposit of $250.00 is required for parties of 7-14 guests. A deposit of $500 is required for parties of 15 or more guests. The credit card on file will not be charged until the day of the event and the deposit will be applied towards the bill at the end of the event.  This deposit is non-refundable if the customer cancels their reservation within seven days of the time of the event.

A $100 per person Food & Beverage minimum is required for parties of 7 or more guests.  Children 12 and under are not included in this count. If this amount is not met with food and beverage purchases excluding tax and gratuity, the balance will be charged as Open Food Unmet Minimum. The customer has agreed to pay a minimum of $100 per person (excluding tax and gratuity) for \_\_\_\_\_\_(number) people for a total of $ for the event. A guarantee of the final number of people is required no later than 48 hours prior to the event. If the customer fails to fill this quota, a per person charge may be incurred for all absent parties.

The customer agrees to pay a 20% gratuity charge on all food and beverage. The customer agrees to pay all applicable state and local taxes on all food and beverage.

The customer agrees to begin and end the scheduled event at the designated times. If the guests are late arriving or sitting down, the customer understands this may affect the timeliness and flow of service. An additional fee of $150 will be incurred for each half hour the event is extended past the contractual end time. Centerpieces, weighted balloons, and candles are welcome. However, glitter and confetti are prohibited. Customers may bring a celebratory cake but understands there is a $3.00 per person cake cutting fee. Also, the customer agrees to refrain from using flash photography and music that would disrupt other dinner guests. Photographs cannot be taken on the staircases or landings during dinner service, unless approved by management as this poses a fire hazard and is a disruption to employees. The dress code is smart casual. Thank you for not wearing athletic shorts, excessively revealing clothing, or any clothing with offensive language or images. Men’s shirts must have sleeves.

**DEPOSIT PAYMENTS:**

**Credit card #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Exp** \_\_\_\_\_\_\_\_ **Security Code**\_\_\_\_\_

**Billing Zip Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Customer Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Printed Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Please email to** **specialevents@depaulstable.com**

DePaul’s Table • 7 East Lancaster Ave • Ardmore, PA 19003 • 610589-0500 • www.depaulstable.com