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**Private Event Contract for Dinner at DePaul’s Table**

**Contact Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guests:** \_\_\_\_\_\_\_\_ **Minimum Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Deposit:** A deposit must be received along with a signed contract to reserve the desired date. 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.

**Cancellation Policy:** The $500 deposit is non-refundable if the customer cancels their reservation within 14 days of the event.

**Guarantee Policy**: The customer will choose a menu from our two prefixed dinner menu options. A guarantee of the final number of people is required no later than 7 days prior to the event. If the customer fails to fill this quota, a per person charge may be incurred for all absent parties.

**Minimum Charges**: There are minimum Food and Beverage charges that apply to our private dining room or mezzanine based on the day of the week selected and the month the event will be held. These minimum charges are outlined in the table below and do not include 20% gratuity or sales tax.

Private Dining Room:

|  |  |  |
| --- | --- | --- |
| Day of the Week | Peak Season (Sept-Dec) and (Apr- June) | Off Season (Jan-Mar) and (July-Aug) |
| Sunday-Thursday | $3500 | $3000 |
| Friday & Saturday | $7,000 | $5,000 |

Mezzanine:

|  |  |  |
| --- | --- | --- |
| Day of the Week | Peak Season (Sept-Dec) and (Apr- June) | Off Season (Jan-Mar) and (July-Aug) |
| Sunday-Thursday | $3500 | $3000 |
| Friday & Saturday | $10,000 | $7,500 |

**Notes:** All food and beverage are subject to applicable state sales tax. Prices are subject to change and will be confirmed 60 days prior to your function. **Tax Exempt Organizations** must furnish a certificate of exemption to restaurant prior to event. This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or service specified cannot be furnished for any reason due to such circumstances, other food and service may be substituted at prices ordinarily charged, but not in excess of price agreed upon.

The customer agrees to begin and end the scheduled event at the designated times. If the guests are late in arriving or sitting down, the customer understands this may affect the timeliness and flow of service.  Centerpieces, candles, and balloons are welcome. However, glitter and confetti are prohibited.

A signature below and credit card information indicates that you have read and agree to the terms of this agreement as outlined above.

**DEPOSIT PAYMENTS:**

Credit card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp \_\_\_\_\_\_\_\_\_ CVC \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Please email to** [**specialevents@depaulstable.com**](mailto:specialevents@depaulstable.com)

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