

Señor Pepe's Event Contract

Thank you for choosing Señor Pepe's to host your event. Señor Pepe's offers two banquet rooms:

1. Marta's Venue- 90 guests (Brunch Room) and 2. Banquete Salmeron- 130 guests (Former patio).

Kindly review terms, initial each line and sign below.

_____ 1. A non-refundable deposit is required to secure your reservation. The deposit is deducted from the grand total. Balance is due on the day of the event upon the conclusion of the event. Please read ALL terms before paying the deposit. Payment of the deposit confirms that the person booking agrees to and adheres to all terms and conditions outlined on this contract.

_____ 2. Señor Pepe's reserves the right to host more than one group in each room at a time for events that have less than 75% of the room's capacity booked on this contract. Events with a group size under 75% of the room's capacity may also secure a private room by renting the room out at an additional cost. The private room rental fee is based on the number of guests listed on the contract and the desired room.

- **Shared Room Event:** no additional charge outside of food cost; limitations apply; room may be shared with other groups; decor is limited to centerpieces ONLY; NO music/speaker/presentation etc permitted; additional tables not guaranteed.
- **Private Room Event:** private room fee may apply; decorations are allowed (please read below for limitations); room is closed off to other groups; music/presentation/ DJ allowed with management approval
- Banquete Salmeron is reserved for groups of 100 or more paid guests. Groups with fewer than 100 paid guests that do not book the Private Event option are not guaranteed use of Banquete Salmeron, even if requested.

_____ 3. A decrease in guest count must be made at least seven days before your event and may not exceed a reduction of more than 30% from the original count. At minimum, you will be charged for the number of guests listed on this contract, even if fewer guests are in attendance. All guests in attendance are considered consumers and will be charged accordingly.

- No decrease in guest count permitted in December from original booking number

_____ 4. Increase in guest count may be accommodated, subject to availability, and must be requested 48 hours prior to the event date. If the number of guests in attendance exceeds the confirmed count, each additional guest will be charged a 15% premium fee.

_____ 5. **ABSOLUTELY NO tape, nails, screws, adhesives, or any other securing devices are allowed on the walls, mirrors, windows, doors, furniture, ceilings, or any other property belonging to Señor Pepe's. The person signing this contract will be held liable for any repair costs caused by event attendees to any of Señor Pepe's property. No confetti or similar materials are permitted.**

_____ 6. Standalone decorations—such as backdrops, posters, easels, balloon garlands, or any décor requiring assembly—are ONLY permitted for private events. All décor must be fully dismantled and removed from the room within the three-hour reservation period, or within the timeframe specified in the contract. Failure to remove décor by the end of the contracted time will result in a cleanup fee of a minimum \$100.00 per hour.

_____ 7. No split tabs are allowed for parties of 20 or more guests. However, multiple forms of payment may be used for a single tab. Event attendees may open their own individual tabs at the bar if desired.

_____ 8. Cake, cookies, and cupcakes purchased from a professional bakery or store are permitted. No other outside food is allowed. No outside beverages are allowed.

- A \$1.50 per-serving fee applies if Señor Pepe's provides plates and silverware for desserts not supplied by the restaurant. You may bring your own plates and utensils for outside desserts.

_____9. Each event includes a total duration of three (3) hours. All setup, event activities, and cleanup must be completed within this three-hour period. Two (2) of these hours include staff service, beginning at the event start time listed on the contract. Food service is provided for two (2) hours starting from the time the food is presented. Any remaining time within the three-hour period may be used for guest socializing.

- Cleanup will begin at 30 minutes before contract end time. Event host must ensure all stand-alone decorations are dismantled by the contract end time. If staff service is required beyond the two hours included, an additional fee minimum of \$100.00 per hour will be added.

_____10. Additional event time—either for setup prior to the contracted reservation time or to extend the event—may be added if time is available. The fee for additional time is \$100.00 per hour for room use only, plus an additional \$75.00 per hour if staff service is required. Additional time outside of regular operation hours incur an additional cost of \$200.00 or more per hour.

_____11. Setup time prior to the event contract time is **not** included or guaranteed. If you require guaranteed setup or decorating time, it is advised that you reserve the hour(s) needed prior to your event's start time. This additional time may only be reserved if the requested time is available.

_____12. Standard table setup is included. Tables may not be removed from the room. Table rearrangement is permitted only for private events. Staff is not provided for table rearrangement. If staff is required to rearrange tables, an additional hour must be added prior to the event start time at a rate of \$175.00 per hour.

- Requests for extra tables during shared-room events are not guaranteed and will be accommodated only as availability permits.

_____13. Absolutely **no outside alcohol** is permitted unless prior arrangements have been approved by management. A corkage fee will apply to all approved outside alcohol.

- Guests may purchase alcohol at the bar. Cocktail servers and bartenders are not exclusively provided; however, staffing may be arranged for an additional fee, subject to availability.

_____14. Live music, DJs, speakers, or any other form of entertainment require management approval and are permitted for private events only. All music and amplified sound must remain at a volume that cannot be heard in other areas of the facility where customers are seated.

_____15. Each room includes burgundy cloth napkins. Red and/or green napkins are provided in December. Marta's Venue includes white tablecloths. Banquete Salmeron does **not** include tablecloths. Fees apply to any requested changes.

_____16. Price quoted at the time of booking and contract signing is subject to change based on market conditions. The customer will be notified if the increase exceeds 15% of the original quote.

- Yearly price increases apply to all events taking place within that calendar year, regardless of when the event was originally reserved.
- An 18% gratuity and applicable taxes will be added to every bill.
- A processing fee of 2.9% plus \$0.30 will be applied to all card payments, Apple Pay, and other electronic transactions.

_____17. If a guest's behavior interferes with their own safety, the safety of staff, or the safety of other patrons, or disrupts the establishment or its operations, they will be asked to leave without a refund. Señor Pepe's management has the right to terminate an event if it becomes unruly or poses a safety concern. No refund applied. We reserve the right to refuse service to anyone.

_____18. Any breach of the terms listed in this contract will result in immediate termination of the event without a refund.

Event Date: _____ Reservation Start: _____ Reservation End: _____

Total Guests: _____ Package Selected: _____

Deposit: _____

Entrees:

Notes:

1). _____

2). _____

3). _____

4). _____

I hereby agree to Senor Pepe's events terms and conditions above:

Sign: _____

Print Name: _____

Today's Date: _____