

Señor Pepe's Mexican Restaurant Banquet Contract

We appreciate you choosing Señor Pepe's to host your event. Señor Pepe's offers two banquet rooms: 1. Marta's Venue (Brunch Room) & 2. Banquete Salmeron (Former patio). Each room accommodates 90+ guests. Please read terms below initial each line and sign.

- _____ A non-refundable deposit is required to secure your reservation. The deposit is half of the estimated total. Please read all terms before paying the deposit. Upon paying the deposit it is presumed you have agreed to the terms and conditions listed in this contract.
- _____ Señor Pepe's Inc reserves the right to host more than one event in each room at a time unless host opts for private event option. Private event: An additional fee applies to rent the room private meaning no other parties may share your designated room during your reservation. The room is open to be shared otherwise. Banquete Salmeron is reserved for groups of 90 paid guests or more. Groups less than 90 paid guests, not booking private, may not be guaranteed use of Banquete Salmeron despite request.
- _____ Decrease in guest count must be made at least SEVEN days before your event and not to exceed a decrease greater than 30% of the original count. At minimum you will be charged for the amount of guests listed on this contract even if fewer guests are in attendance. All guests in attendance are assumed consumers and will be charged as such. Additional guests may only be accommodated based on availability and charged accordingly.
- _____ No decrease in guest count permitted in the month of December once the reservation is made. Increase in the count is allowed and accommodated based on availability.
- _____ **ABSOLUTELY NO tape, nails, screws, adhesives of any sort allowed on any of the walls, mirrors, windows, doors, furniture, ceilings and other property pertaining to Señor Pepes. Person signing this contract will be held liable to any property damage caused by event attendee(s) to any of Señor Pepe's property. No confetti or like materials allowed.**
- _____ Standalone decorations such as backdrops, balloon garlands or decor that requires assembly is only permitted for private events or with approval from management. All decor must be dismantled and removed from the room within the three hour reservation or the timeframe listed on the contract. If decor is not dismantled within the reservation time on contract, host is subject to a clean up fee of \$100+.
- _____ No split tabs allowed for parties over 20 guests. However, multiple forms of payment for a single tab are allowed. Event attendees may run their own tabs at the bar if desired.
- _____ Cake, cookies and cupcakes purchased from a professional bakery or store are allowed. No other outside food allowed. No outside beverages allowed.
- _____ Additional fee applied to provide plates and silverware for desserts not provided by Señor Pepe's of \$1/serving. You may bring your own plates and utensils for outside desserts.
- _____ Each event includes three total hours including set up and clean up. Two of these hours are of staff service starting with the event start time listed on the contract. Two hours of food service provided starting with the time the food is brought out. A third hour is allowed for guests to socialize. Clean-up will begin at the end time listed on the contract unless additional time has been secured. Event host must have stand-alone decorations dismantled by contract end time. If staff service is required for more than the two hours included, an additional \$50/hour will be added to the final bill.
- _____ Additional time may be added to your event based on availability. Additional \$100/hour for room use only.
- _____ Additional time for set up before your event is *NOT* guaranteed and only accommodated based on availability. If you need to secure time to set up/decorate, it's recommend to reserve additional time before the event start time.
- _____ Table set up is standard. Tables may not be removed from the room unless manager has approved. Table rearrangement is only permitted for private events. If table rearrangement is required to be done by staff, an additional hour must be added prior to event start for \$100/hr. Requests for extra tables for shared room events, are not guaranteed and may only be accommodated based on availability.

- _____ Guests may purchase alcohol at the bar. Cocktail servers and bartenders are not exclusively provided but may be provided for an additional fee based on availability.
- _____ Absolutely NO outside alcohol allowed unless previously arranged with manager. Corkage fee applies.
- _____ Live music, DJ, speakers, or any other form of entertainment must have management approval and is only permitted for private events. Music must maintain a volume that is not loud enough to be heard in other areas of the facility where customers are seated.
- _____ Each room includes burgandy cloth napkins. Marta's Venue also includes white tablecloths. Banquete Salmeron does NOT include tablecloths. Fees apply to changes made.
- _____ Price quoted upon booking and signing of contract is subject to change based on market trends. Customer will be notified if the change exceeds 15% of original quote.
- _____ If a guest's presence interferes with the well-being of self, staff, other patrons, the establishment, or operation of business they will be asked to leave without a refund. We reserve the right to refuse service to anyone.
- _____ Any breach of the terms listed on this contract will lead to termination of the event without a refund.

<u>Entrees</u>	<u>Notes</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

I hereby agree to the terms and conditions above: X_____

Name: _____ Phone #: _____

Today's Date: _____

Event Date: _____ **Event Time:** _____

Total Guests: _____ Package Selected: _____ Deposit: \$ _____

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