

Contract & Additional Information

1. CONTRACT and DEPOSIT: A signed Private Event Contract and a two hundred dollar (\$200.00) nonrefundable deposit are required to guarantee the room. All events are booked on a first-come basis and we are not able to “hold” space until the contract and deposit have been received.

Initials_____

2. ROOM ASSIGNMENT AND RENTAL: All parties are subject to a room rental fee. Our upstairs patio will be open (weather permitting) during your event for your use. Absolutely no smoking will be tolerated on the patio.

Initials_____

3. CANCELLATIONS: For all cancellations of events, the deposit is forfeited. If it is necessary to cancel within 72 hours of the event, 50% of the latest guaranteed contract will be the responsibility of the booking party. The following fees will apply to those who cancel their event: 0-4 days prior: 75% of food and beverage minimum 5-10 days prior: 50% of food and beverage minimum 10-30 days prior: 25% of food and beverage minimum

Initials_____

4. MENU SELECTION: All food and beverage items served at The City Squire must be supplied by The City Squire. For all functions, The City Squire must have your selected menu fourteen (14) days prior to the function date. The City Squire reserves the right to substitute an entrée of equal or greater value at the client’s expense if the guest number increases. The City Squire will charge for the guaranteed number of guests, or the total number served, whichever is greater.

Initials_____

5. GUEST GUARANTEE: For all functions, The City Squire must have a guest number confirmation fourteen (14) days prior to function date. The City Squire will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within fourteen days prior to function date, The City Squire will consider the original expected guest number as the final guest count.

Initials_____

6. PRICING: The prices quoted herein for any function which takes place within ninety (90) days after the date of execution of this contract are firm. The prices for any function taking place more than ninety (90) days after the date of execution of this contract are subject to change without notice; however The City Squire guarantees that food and beverage price increase that impact already signed contracts will not exceed 10%. A 20% service charge is in addition to the quoted charges. In accordance with New York State Law, State and local taxes (currently 8%) is applied to the total food, beverage, rental fees. Pricing is listed per person, unless otherwise noted.

Initials_____

7. FOOD AND BEVERAGE: All Food and Beverages must be purchased and prepared through The City Squire. The only exception is desserts or candies. No other carry ins are allowed. If a cake is being brought to our Private Dining Center, there is a cake cutting fee for cutting and plating. All food and beverage must be consumed on the premises. To go containers will be available for an additional fee. Absolutely NO ALCOHOLIC BEVERAGES may be brought onto the premises.

Initials_____

8. PAYMENTS: Final payment for the function must be made at the completion of the function. Payment can be made by cash, check, or a single credit card. We accept all major credit cards. If a credit card is to be used, a 3.5% processing fee will be added to your total.

Initials_____

9. HOURS: All events are planned in a 3-hour window unless otherwise specified. If you require additional time without prior planning, the fee is \$50/hr.

Initials_____

10. MEDIA: Booking parties are welcome to use our screen projector and flat screen TV. Booking parties may bring in microphones, or P.A. systems to make your event more effective. We ask that you obtain management approval prior to event.

Initials_____

11. ENTERTAINMENT: No loud entertainment of any kind will be permitted to be brought into The City Squire by the Client or his/her guests or invitees without prior written consent of The City Squire management.

Initials_____

12. QUALITY STANDARDS: The City Squire reserves the right to enforce its quality standards, concerning dress and decorum, at all functions. The City Squire reserves the right to refuse serving any person who in the judgment of its management is under the influence of alcohol or any controlled substances, or to request that such a person leave the premises. The City Squire reserves the right to ask for proper identification prior to serving any alcoholic beverages to any person requesting such service. The City Squire reserves the right to close the bar before the designated ending time should we deem it necessary.

Initials_____

13. DECORATIONS: Decorations must be approved by The City Squire management. All display exhibits and decorations must conform to fire and safety codes. The Client is responsible for taking down all approved decorations before leaving. Under no circumstances should anything be attached to the restaurant's walls, ceiling or furniture with tape, nails, screws or otherwise. No confetti or glitter allowed, this includes glitter on gift wrapping or decorations. For the safety of our guests, no open flames will be permitted. Free-standing decorations such as centerpieces and weighted balloons are permitted. If these regulations are not followed, a \$250 maintenance fee will be added to your total.

Initials_____

14. PARKING: Parking is available on a first come, first served basis in our lot on the side of our building. Parking lot is open to all restaurant patrons during special events.

Initials_____

15. HOLD HARMLESS: The client agrees to indemnify and hold harmless The City Squire, its agents or employees for any costs incurred, including attorney's fees, arising as a result of any injury to person or damage of property, or any other claim whatsoever resulting from client's use of the premises.

Initials_____

16. VEHICLE DAMAGE AND THEFT: The City Squire is not responsible for damages to or the theft of parked automobiles or contents thereof during the scheduled event.

Initials_____

17. DAMAGES AND THEFT: The City Squire is not responsible for any lost or stolen items.

Initials_____

18. VENUE DAMAGE: The Client assumes responsibility for any damage that may occur on the premises: this includes any breakage of glasses and/or dishes, damage of walls, carpet, wood flooring, etc. The City Squire management reserves the right to assess a service charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function.

Initials_____

19. ATTENDEE RESPONSIBILITY: The Client agrees to insure that the event scheduled and any persons in attendance will conduct no illegal activities.

Initials_____

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20. The City Squire shall not be liable for non-performance of this contract when such nonperformance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of The City Squire preventing or interfering with the restaurants performance of its obligations under this contract.

Initials_____

I accept the above arrangements as quoted.

Signed Name_____

Date_____ Printed

Name_____

Address_____

City/State/Zip_____

Phone # _____ Email Address _____

Event Date _____