



**THREE FLAMES RESTAURANT
& BANQUETS**

Dear Valued Guest:

We are looking forward to hosting your event at the Three Flames Restaurant. Please read through this contract, place your initials before each item listed, and give us a call if you have any changes or questions.

To confirm your arrangements and to guarantee a room for your event, please sign and return this contract as soon as possible. We cannot guarantee your reservation until the deposit and the contract have been received. Your non-refundable deposit* will be applied towards your final bill. Please do not alter this contract - you must initial by every item and sign at the bottom - if you feel a certain item does not apply to your event, please call our Banquet Coordinator for clarification. Execution of signatures on this form constitutes a legally binding agreement by both parties.

<p>Please complete this authorization so that we may charge your credit card for the non-refundable deposit and also for the remaining balance of your event.</p> <p>Credit Card #: _____</p> <p>Expiration Date: _____</p> <p>Name as it appears in card: _____</p> <p>Exact Billing Address for Card</p> <p>_____</p> <p>_____</p> <p>Amount of Non-Refundable Deposit _____</p> <p>Date of Non-Refundable Deposit _____</p> <p>Signature of Cardholder: _____</p> <p>Date of Event: _____</p> <p>Employee Signature: _____</p>

*The 50% Deposit is calculated using the following formula:

Your estimated number of guests, multiplied by:

\$20.00 for Lunch Banquet parties

\$30.00 for Dinner Banquet parties

Example: A Dinner Banquet with 100 guests would pay a 50% deposit of \$1,500 (100 guests x \$30.00 per guest = \$3,000, divided by 50% = \$1,500)



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Banquet Events: Terms and Conditions

_____ **Deposit:** A 50% deposit will be required to confirm your reservation and this amount is applied toward the total cost of your event. Deposits are non-refundable and non-transferable.

_____ **Final Count:** Confirmation as to the final number of guests is the sole responsibility of the engager – you must call us with the final guest count at least one week (7 days) in advance of your event. This number is not subject to reduction – it is your guaranteed minimum and your bill will be based on this number (unless your count goes over this amount, in which case you will be billed for the actual number of guests served). Should you fail to provide the guest count by the specified date, your originally expected number of guests will be used as the guaranteed number and your final bill will be calculated based on this number. We must hear from you if you want your bill to reflect your confirmed number of guests.

_____ **Payments:** Payment shall be made one week before the event, when the final guest count is due. Any remaining balance resulting from additional charges is to be paid at the end of the function, on the same day.

_____ **Parking:** Please notify your guests that Banquet parking is behind the restaurant - use the side drive way along the pizza parlor and drive to the back. There is a convenient breezeway that provides easy walking access from the back parking to the Banquet Entrance. You may also use the street out in front (along Meridian Ave.) Parking in the back allows your elderly or handicapped guests to find parking in the front, as well as our dining room guests. **Thank You!** We appreciate your cooperation in facilitating the parking for all our valued guests.

_____ **Additional Entrees:** In the event of a guest changing his entree selection at the last minute or you have additional guests, you will be charged for the number of entrees prepared.

_____ **Dance Floor Policy:** You must have a minimum of 100 guests to book a room with a dance floor at no extra charge. If your count falls below 100 and you still wish to have a dance floor, a projected revenue charge and a dance floor set-up fee will be applied, based on the following scale:

- 75+ guests, \$350.00 projected revenue charge, plus \$100.00 dance floor set-up fee
- 50-74 guests, \$550.00 projected revenue charge, plus \$100.00 dance floor set-up fee

Musical Bands greater than 4 pieces need to be authorized by Three Flames management only.

_____ **Multiple Function Event:** There will be an extra charge for multiple function events such as casinos (\$300.00) and wedding ceremonies (\$400.00) because of the extended time and set-up.

_____ **Damage Charges:** Any damage caused by an event participant shall be the responsibility of the engager/ Event host. Damages will be added to the final bill or charged to the reserving guest's credit card.

_____ **Set-up Charges:** If you wish to alter the recommended floor plan/ layout, an extra set-up fee of \$2.00 per person may also apply. Round tables require an additional set-up fee, due to the third party rental and special linen required. The round table set-up fee is \$50.00 per table, plus a \$10.00 per table special linen fee. (Parties using round tables can accommodate up to 184 people, max, plus you may seat an additional 10-14 at the head table, for a grand total of no more than 198 people when using round tables). If your party is larger than 198, you must use rectangular banquet tables, which seat up to 300.



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_____ **Decorating:** There is to be nothing attached to the painted walls, posts, or upholstered fabric walls in any of the Banquet rooms. Upon management approval (in writing), there may be scotch tape ONLY used on the large wall mirrors. Violations will be charged \$40 per incident, added to your final bill. Please help us to preserve our walls and paint!

_____ **Deliveries:** Please have your deliveries labeled/ addressed to show the name of your group and date of your event.

_____ **Loss/ Damaged Items:** The Three Flames Restaurant is not responsible for the damage or loss of any merchandise, decorations, personal items, musical equipment, etc., left on our premises before, during, or after the event. The engager will assume any repair or replacement cost due to loss/damage.

_____ **Possible Room Re-assignment:** The Three Flames Restaurant reserves the right to relocate your function/party to a more appropriate space based on your groups' expected number of guests and our flow of business. This means that if you book for a particular room, but your guest count falls below a certain level, at our digression we may relocate your function to a more appropriate sized room. Alternatively, you may elect to pay an extra guaranteed room charge if the guest count falls below the minimums for the specific room/ type of event –please inquire about this option when booking your event.

_____ **Final Billing/ Charges:** A credit card will be held in the Banquet Department for the remaining balance due upon conclusion of the event.

_____ **Corkage Fee:** With prior notification to the Banquet Coordinator or the General Manager, certain events may include Wine and/ or Champagne being brought in to the restaurant. A corkage fee of \$10.00 per 750ml bottle will be assessed. Under no circumstances may any other liquor or alcoholic beverage be brought onto the premises; any guest violating this rule will be asked to leave and the liquor will be confiscated.

_____ **Cancellation Policy:** In the event of cancellation for any reason, the entire deposit will be forfeited. Additional cancellation fees may be charged, based on any costs we may have already incurred for your event, such as specialty linen costs, pre-contracted audio-visual services, lost bookings, etc.

_____ **Service Charge/ Tax/ Labor Charges:** An 18% taxable service charge and all applicable sales tax will be added to all food, set-up, and beverage charges.

I accept and agree to these terms, pricing & conditions. I also understand that my non-refundable deposit must accompany this contract in order to hold my event date and function.

Signed: _____ Date: _____

Thank You-We look forward to serving you!

Nov 2011