



## CAROUSEL RESTAURANT & BISTRO EVENT CONTRACT

### **GUARANTEE**

The Carousel requires a final guest count seven (7) days prior to the date of your event. Your final guest count is considered a guarantee not subject to reductions. Your final billing will be based on this guarantee or the actual number of guests served, whichever is greater. If the actual number is greater, this number of guests will be charged the meal price plus an additional \$2 fee.

### **FOOD AND BEVERAGE REGULATIONS**

Due to health department regulations, the Carousel must provide all food and beverages consumed on the premise. We do welcome outside wedding and celebration cakes. There will be a \$2.00 per person cake cutting and service fee.

### **TAX AND SERVICE CHARGES**

A service charge of 20% of all food and beverage will be added to your final invoice. The entire service charge is the property of the Carousel, not the property of any one employee and will be dispersed at the discretion of the Carousel. As required by law, all food & beverages are subject to a local sales tax of 8.2%.

### **DEPOSITS AND PAYMENT TERMS**

In order to reserve your date and space, a non-refundable \$200 deposit, \$200 room rental fee, and signed contract are required for all events with more than fifteen (15) guests. All deposits will be applied to a bill containing a food and beverage minimum of \$1000, unless the event is scheduled outside of Carousel's regular business hours. If your event is scheduled outside of Carousel's regular business hours the \$200 deposit will be charged as an additional room rental fee. All room rental and deposit fees will be charged to the provided credit card.

### **CORKAGE FEES**

There will be a \$15 corkage fee per 750ml bottle of wine or champagne that is brought in to the Carousel.

### **THEFT AND DAMAGES**

The client agrees to be responsible for any damage to or theft of furniture, fixtures, equipment, table accessories, or other property by the client or the client's guests, employees, or other individuals responsible to the client. The Carousel Restaurant will assume no financial responsibility for damaged or stolen property brought to the facility by the client, client's guests, or outside vendors.

### **CANCELLATION**

The following cancellation and deposit forfeitures apply:

Party cancelled 45 days or more before event: 100% refund of deposit

Party cancelled 45 days to 31 days before event: 75% refund of deposit

Party cancelled 30 days to 8 days before the event: %50 refund of deposit

Party cancelled 7 days or less before the event: 0% refund of the deposit

Days are measured in 24 hour increments counting backwards from the start time of your event.

All returns will be made to the provided credit card.

### **PAYMENT**

Final payment is due at the conclusion of the event. For final payment and deposit we accept cash, credit card (Visa, MC, Discover, and Amex) and approved local checks with proof of identification only. Out of area checks are only accepted with prior management approval. The provided card will be charged within 24 hrs of the conclusion of the event unless otherwise specified.

### **ALCOHOL POLICY**

As the client, you are responsible and accountable for the behavior of your guests. Please help us enforce responsible drinking behavior so that your event will be a success. The following is our policy, which has proven effective and discreet:

No liquor will knowingly be sold to or consumed on the Carousel Restaurant property by any person under the legal drinking age

21. Identification cards will be requested for any persons who appear to be under the age of 40 and must be provided by a person to purchase an alcoholic beverage.

No liquor will be sold or consumed by any person who, in the opinion of appropriate staff, is or appears to be intoxicated. This is state law.

In an effort to control alcohol consumption, the staff may proceed as follows when a problem is developing:

The server will notify a manager of potential over consumption.

The manager and server will make special note of the situation.

The manager will ask for cooperation from others in the party.

Cease serving a particular group.

Close the bar.

Halt the party

Call the police

Event Name/ Company: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Day: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Menu Selection Due By: \_\_\_\_\_ (2 weeks before event date)

Guaranteed Guest Count Due Date: \_\_\_\_\_ (1 week before event date)

Event Contact: \_\_\_\_\_ Onsite Contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_ ext: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Type (select one): VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Holder or Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

*I, the undersigned, have read, fully understand, and agree to the terms of the Carousel Restaurant & Bistro Dining Contract. I authorize the above credit card to be charged with deposit, room rental fees, & final bill within 24 hrs of the conclusion of event .*

Credit Card Holder or Authorized signer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature