



THE HOTEL ARVON & THE CELTIC COWBOY EVENT CONTRACT

Wednesday, February 19, 2020

POC Name
POC Business/Organization Name
Phone Number: (XXX) XXX-XXXX
Email Address:

Dear POC Name,

Thank you for your interest in The Hotel Arvon and The Celtic Cowboy! We would enjoy having an opportunity to be of service to you. The following serves as a letter of agreement between POC Name and The Hotel Arvon and The Celtic Cowboy. All arrangements are being held on a tentative basis as follows:

Table with 8 columns: Date, Start Time, End Time, Function, Room, Setup, # of Guests, Food & Beverage Minimum. Row 1: Fri 2/07/2020, 10:00 AM, 2:00 PM, Luncheon, Wine Snug, Standard Snug, 24, \$250

Contract Due

These arrangements are considered tentative pending the return of the enclosed designated copy of this letter with your signature and any other requirements outlined in this letter by 1/18/2020 12:00:00 AM.

Attrition

A minimum of \$250 on food and beverage will be spent at your function(s). This minimum does not include service charges, labor charges, or any other miscellaneous charges incurred. Should your final count drop below the minimum food and beverage listed above, we will be happy to advise you on additional alternatives in food and beverage which will assure achievement of the agreed upon minimum revenue figures for your function. Any remaining difference from the minimum revenue will be assessed as a room rental charge.

Initial: _____

Guarantee

In arranging private food and beverage functions, the final attendance must be received no later than 12 Noon, 4 business days prior to your functions. Guarantees for a Monday event are due by 12 noon the preceding Thursday. This number will be considered your guarantee, not subject to reduction, and charges will be made accordingly. If we have not received a guarantee by the due date, the approximated number of attendees as stated in this contract will be used as your guarantee and you will be billed at this number or the actual number of guests served, whichever is greater.

Initial: _____



Reserved Space

Function space will be assigned to the size and need of the group. The Hotel reserves the right to reassign the space based on best utilization of all function space if the guarantee number of attendees increases or decreases. Space is available only during the times noted, unless hotel management has made written authorization. Use of space is limited to four hours for each event, additional time will result in additional fees. Fees will be based on the duration of the event and will depend on the overall cost associated with the event. Once the room has been set and changes are needed at the request of the group contact, a change fee will be applied, calculated based on a labor charge of \$50.00 per man hour with a one-hour minimum.

Initial: _____

Displays, Decorations and Patron's Property

All displays and/or decorations proposed by Patron shall be subject to the prior written approval of Hotel & Restaurant in each instance. Hotel & Restaurant employees are available for assisting with decorating with 48 hours-notice for a charge of \$50.00 per man hour with a one-hour minimum.

Initial: _____

Menu

Please see menus attached with the contract email.

Celtic Cowboy menus represent items which we feel are appropriate for your event. Please keep in mind that these are suggestions and we will be happy to customize a menu that might better suit your needs. Details for your banquet event order should be finalized a minimum of 7 business days prior to the actual event. Menu prices are subject to change with market fluctuations.

Initial: _____

Food and Beverage Service

If alcoholic beverages are to be served on the hotel premises, the Hotel & Restaurant will require that beverages be purchased and dispensed only through its employees and bartenders. The Hotel's alcoholic beverage license requires the Hotel & Restaurant to (a) request proper identification (photo ID) of any person of questionable age, and refuse alcoholic beverage service to any person under age or proper identification cannot be produced; and (b) refuse alcoholic beverage service to any person who, in the Hotel & Restaurant's sole judgment, appears intoxicated. Food and beverages are not permitted to be removed from the hotel premises. No food or beverage shall be brought into the hotel by patrons or attendees from outside sources except for pre-approved dessert. No patron-supplied cooking or heating equipment is permitted.

For events in the Darkhorse Hall, a bartender will be provided for two hours free of charge for the first two hours of each event for groups of 20 persons or more. If a bartender is needed for more than two hours there will be a \$25 charge per hour.

For events in the Wine Snug that request alcoholic beverage service, the type of service offered by our staff will be dependent on the total number of expected guests, the event timeline, the type of food service selected and estimated number of guests who will be consuming alcoholic beverages. When the event coordinator or restaurant manager deems it necessary, a basic bar will be set-up in the Wine Snug which will include standard well drinks and mixers, canned and bottled beer and wine by the bottle. In these instances, a specialty drink or liquor request can be made in advance and the bar manager will determine the availability.

Initial: _____



Additional Service Staff and Overtime

Additional service staff can be made available for your specific needs consult with your event manager for fees. Should the scheduled time of a function be delayed, by more than one-hour (60 minutes) Patron will be subject to an overtime labor charge.

Initial: _____

Service Charges

All Food & Beverage Prices are subject to a 15% Service Charge when utilizing the pre-set banquet menu. Events utilizing the restaurant menu are subject to a 25% service charge. The service charge covers a percentage of gratuity for kitchen and service staff and event coordination/set-up costs. Additional gratuity can be paid directly to the server/bartender at the guest's discretion.

Initial: _____

Billing, Menu options and pre-order requirements:

For events of 20 or less people, guests may order off our restaurant menu and we can accept individual payment for meals. Depending on the volume in our kitchen at the time, food may be cooked and delivered to the table in groups of 6.

For events of more than 20 people food must be pre-ordered through the banquet menu and paid for in one transaction.

A deposit of \$50 is due at time of signing. To guarantee payment, it is necessary that we acquire a check or major credit card number with expiration date and authorized signature prior to your arrival. Full payment is required at the end of the event except for pre-arranged Celtic Cowboy House Accounts which will be invoiced.

Initial: _____

Security

No security (in the form of licensed security guard, alarms or otherwise) is provided by the Hotel & Restaurant.

Initial: _____

Conduct of Event

Patron assumes full responsibility for the conduct for all persons in attendance and for any damage done to any part of the Hotel or Restaurant's premises during any such times that premises are under the control of Patron, Patron agent, invitees, employees or independent contractors employed by Patron. Hotel & Restaurant reserves the right to exclude or eject any and all objectionable persons from the function, or the premises, without liability. Patron hereby identifies and holds harmless Hotel & Restaurant against any and all claims, liabilities or costs, including reasonable attorneys fees and whether by reason of personal injury or death or property damage or otherwise, arising out of or connected with the Event or this agreement, caused or contributed to by the negligence of Patron, or any guest, invitee or agent of Patron or any independent contractor hired by Patron.

Initial: _____

Short Notice Events:

We will try to satisfy our customers request for events on short notice (14 days or less prior to event). Our ability to execute short notice events depends on room availability, and our ability to schedule labor and order food to meet your needs. Events scheduled and contracted within 14 days of the event date will be subject to an additional 5% on the full contract amount, and a non-refundable deposit of \$50. Events scheduled and contracted within 7 days of the event date will be



subject to an additional 10% on the full contract amount and a non-refundable deposit of \$100. We will commit to performance of a contract within 48 hours of accepting the non-refundable deposit.

Initial: _____

Cancellation

If you cancel up to 14 DAYS prior to your event your deposit is 100% refundable. If you cancel LESS THAN 14 DAYS prior to your event the deposit is 50% refundable. **Cancellations made within 7 Days prior to the event will forfeit the entire amount of the deposit. Elective cancellations made within 48 hours of the event will be charged 25% of the full contract amount.**

Cancellation due to uncontrollable circumstances, i.e. severe weather events, natural disasters, as determined by management, within 24 hours of event will be charged a cancellation fee if the event is not rescheduled within a reasonable time frame.

Initial: _____

Intent to Cancel (Only sign in the case of cancellation):

Patron shall sign and date below and return a copy of the cancelled contract to the Hotel & Restaurant.

Signature: _____ Date: _____

Event Guarantee:

Initials in all sections, signature on contract and payment method is required to guarantee room reservation.

Best regards,

Terry Pardue
Terry Perdue
General Manager
The Celtic Cowboy

Amber Tarver
Amber Tarver
General Manager
The Hotel Arvon

Patron Signature: _____ Date: _____

Patron Printed Name: _____

Alternate Event Point of Contact Information

Name: _____

Contact number: _____ Contact Email: _____

Payment Method: Cash / Credit Card / Check

Credit Card Authorization

Name on Card: _____

Credit Card Type: _____

Card Number: _____

CVV Credit Card: _____

Expiration Date: _____

Billing Address: _____

Credit Card Holder's Signature: _____ Date: _____