

THE HOTEL ARVON & THE CELTIC COWBOY EVENT CONTRACT

Monday, June 22, 2020

Name  
Pharma  
Phone Number:

Dear Name/Organization,

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 Name/Organization and The Hotel Arvon and The Celtic Cowboy. No other pharmaceutical events will be scheduled in the building at the same time as your event. All arrangements are being held on a tentative basis as follows:

Date	Start Time	End Time	Function	Room	Setup	# of Guests	Food & Beverage Minimum
Wed 7/15/20	6:30 PM	8:00 PM	Pharma Dinner	The Club Room	Standard	25	\$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 **6/25/2020 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 have four walls and a door and 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. Pharmaceutical Event Contacts will be contacted if the assigned room is being changed due to number of guests & size requirements. Space is available only during the times noted, unless hotel management has made written authorization. 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 that will be emailed along with the contract.

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. **Pharmaceutical events will be held to the alcoholic beverage consumption requirements as required by the pharmaceutical third-party contract or addendum.**

Initial: \_\_\_\_\_

### **Billing, Menu options and pre-order requirements:**

A limited all-inclusive \$65 per person menu is required for pharmaceutical events. Meal options will consist of an appetizer selection, salad, entrée, dessert, two alcoholic beverages subject to pharmaceutical company & third-party guidelines. When exact final guest counts are not able to be provided, the final guest count must not be a range that is greater than 4 people, i.e. 16-20 people. If less than the lowest number in the range show for the event, the event will be charged for the minimum number of guaranteed meals. If the event attendance exceeds the maximum number provided for the event, there will be a \$10 per person surcharge added for each additional meal.

Initial: \_\_\_\_\_

A credit card on file is due at time of signing. A deposit of **\$50** will be assessed in accordance with our cancellation policy should it come into effect. 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.

Initial: \_\_\_\_\_

**Service Charges**

All Food & Beverage Prices are subject to a 20% Service Charge (Gratuity).

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: \_\_\_\_\_

**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 10% 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 20% 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.

**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,

Luke Downes  
Luke Downes  
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: \_\_\_\_\_