

21 Oceanfront Event Booking Contract

Contact Name: _____
Company: _____
Address: _____

Phone: _____
Cell: _____
Fax: _____
Email: _____

All groups using 21 Oceanfront Restaurant facilities shall be bound by the following Terms and Conditions:

Deposit & Payment Schedule: A 50% deposit is due when the reservation is made. This is 50% of the food and beverage minimum guarantee. All charges are due and payable in full at the conclusion of the event either in cash or by acceptable credit card. The actual credit card used for payment must be present at the time of payment on the day of the event.

Guaranteed Guest Count: A confirmed minimum guest count is due 7 days prior to the event. If not received, your original contracted number of guests will automatically become your minimum guest count. Groups will be charged based on the minimum guest count or the actual guest count, whichever is higher.

Cancellation Policy: - 60 days, or more, prior to the event date – Deposit is fully refundable, less \$500.
- 60 days or less, prior to the event date – Total amount of the Deposit is NON-Refundable.

Food and Beverage: All food and beverage, including wine and alcohol, must be provided by 21 Oceanfront Restaurant. Availability of products and current prices are subject to change without notice. Pre-set menus are required for large parties. Final preset menu selections must be final to 21 Oceanfront no later than 7 days prior to the event.

Corkage Fee - \$20 per bottle, applies to all wine brought in by a guest. **Cake Cutting Fee** - \$3 per person for cakes brought in.

Taxes & Service Charges: 8.75% Sales Tax & 20% Service Charge will be added to all Food and Beverage charges.

Force Majeure: Parties are not liable for their failure to perform under this contract if such failure is due to acts of God or war or other events of force majeure, including, but not limited to, strikes, fire, flood, inclement weather, earthquake, restrictions upon travel, food, beverage, supplies, or any other causes beyond its control, or interfering with performance whether stated or not.

Private Dining Rooms for Lunch or Dinner Events:

Sunset Room – Maximum seating capacity is 62 people
with Upper Sunset Area capacity is 94 people.

Upper Sunset – Maximum seating capacity is 32 people.

Wine Cellar – Maximum seating capacity is 60 people.

Cellar Patio – Maximum seating capacity is 30 people.

Alley West Room – Maximum seating capacity is 62 people.

Doryman's Parlor – Maximum seating capacity is 12 people.

Roof Deck – Maximum Capacity seated or standing is 25.

Roof Gratuity is 25% & \$500 setup.

Venue Buyout – Maximum seating capacity is 225.

A minimum sales guarantee in food and beverage is required for ALL Private Events in the selected areas of the restaurant. Minimums are based on the date and time of the event. Please call for specific minimum guarantee prices. A final bill must be approved and signed for at the conclusion of the event. Any discrepancies must be discussed and resolved the night of the event.

_____ Please initial here if you request a wine bottle count at the conclusion of your event.

I, the undersigned, agree to be bound by the Terms outlined above. I authorize 21 Oceanfront Restaurant to charge the Deposit (50% of the Food & Beverage Minimum Guarantee) to my credit card for the following activity:

Group Name: _____ Deposit Amount \$ _____

Dinner for _____ people at _____ p.m. on _____
(#) (Time) (Date)

Space/Room _____ Private or Not Private

Food & Beverage Minimum Guarantee _____ (Guarantee's DO NOT include tax and gratuity)

My credit card information is as follows: VISA MC AMEX DISCOVER DINERS

Credit Card # _____ Exp Date _____

Card Holder Name _____ (Print as it appears on the card)

Card Holder Signature _____ (Sign as it appears on the card)

IMPORTANT: This form must be accompanied by a copy (front and back) of the credit card and a copy of the drivers license (front only) of the card-holder. The actual card must be presented for imprint before or on the evening of the event.