



Special Event Terms & Conditions

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

GUARANTEED GUEST COUNT - A confirmed minimum guest count is required 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.

DEPOSIT & PAYMENT SCHEDULE - A 50% Deposit is due when the reservation is made. This is 50% of the estimated food and beverage costs determined by 21 Oceanfront. 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.

CANCELLATION POLICY - **60 days, or more, prior to the event date – Deposit is fully refundable, less \$500.**
- **60 to 30 days prior to the event date – 50% of the Deposit amount is refundable.**
- **29 days, or less, prior to the event date – Total amount of the Deposit is NON-REFUNDABLE.**

TAXES & SERVICE CHARGE - 7.75% Sales Tax & 20% Service Charge will be added to all food & beverage charges.

FOOD & BEVERAGES - All food and beverages, 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. Pre set Menu selections must be advised to 21 Oceanfront Restaurant no later than 7 days prior to the event.

CORKAGE FEE - \$20 per bottle, applies to wine brought in by a guest. **CAKE CUTTING FEE** - \$3 per person for cakes brought in.

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, restriction on travel, food, beverage, supplies, or any other causes beyond its control, or interfering with performance whether stated or not.

PRIVATE DINING & ROOM ACCOMODATIONS - Room details and requirements are as follows:

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

Upper Sunset – Maximum seating capacity is 32. Standing reception 40 people.

Wine Cellar – Maximum seating capacity is 60 people.

Cellar Patio – Maximum seating capacity is 30 people. Standing Reception 60 people.

Alley West Room – Maximum seating capacity is 62 people.

Doryman Parlor – Maximum seating capacity is 12 people. Gratuity is 25%.

Roof Deck – Maximum capacity, seated or standing is 25 people. Gratuity for all Roof events is 25%.

Venue Buyout – Maximum Seating Capacity is 225.

21 Oceanfront is available for events during the day. The maximum seating capacity is 200 people. Please consult the banquet manager for minimum sales requirements.

Minimum Sales Guarantee's in Food and Beverage are required for ALL Private Events in the select area's of the restaurant.

Buyout minimums are based on the day of the week and the time of the year. Please call for a specific buyout quote.

Food and Beverage guarantee's DO NOT include tax, gratuity or valet charges.

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/We, the undersigned, agree to be bound by the terms and conditions set forth above.

Client Name: _____

Event Date: _____

Signature: _____

Date: _____

Please sign and fax this document back to 21 Oceanfront Restaurant - Fax #: (040) 673-2101