

NOTTINGHAMS EVENT CONTRACT

EVENT:

DATE:

CONTACT:

Reservations

• Function rooms are assigned according to the number of guaranteed guests, set-up requirements, and available space at the time of booking. Should these factors change, Nottinghams reserves the right to transfer the function to a more appropriate room.

Guarantees

• A guarantee of the number of guests attending your function is required two (2) business days prior to event. This number will be considered a guarantee not subject to reduction and charges will be made accordingly. If no guarantee is received, the expected number of guests will be considered the guarantee. On the day of the function, you will be charged for the number of guests you have guaranteed, or the number served, whichever is greater.

Menus

• It is necessary that we receive menu selections 10 days prior to the function. Printed menus are a general guideline for planning the food requirements for your function. Our staff will be happy to discuss other menus tailored to meet your specific needs.

Room Rental

• Room rental fee is a minimum of \$300 per event. However, we may waive this fee under certain circumstances. For bookings on Monday through Thursday evenings, a facility rental rate of \$4 per person may be added. For bookings on Friday evenings and Saturday mornings or Sundays a facility rental rate of \$5 per person may be added. For bookings on Saturday evenings, a facility rental rate of \$8 per person may be added.

Deposits

• 25% of the total estimated bill, including tax and gratuity, will be required at the time the reservation is confirmed.

Cancellations

- A cancellation of 3 months prior: full refund of all deposits
- A cancellation of 1 to 3 months: 50% refund of all deposits
- A cancellation of 30 days or less: no refund of any deposits

Tax and Service Charge

• A 18% taxable service charge and 8.75% sales tax will be added to all food and beverage charges.

Payment

• Full payment will be due at the conclusion of the event. The balance can be paid with cash, check or credit card.

Guest Accommodations

• Overnight accommodations are available to your guests at a special discounted rate. These rates are subject to certain restrictions.

EST. # GUESTS:

EST. TOTAL:

DEPOSIT REQ'D:

Time Restrictions

• For all functions, the entertainment must end by the time agreed upon by the banquet manager.

Entertainment must not exceed 11 p.m. and

entertainment on the patio must not exceed 9 p.m.

• The room must be vacated by the predetermined time. Reception facility rental is for four hours and ceremony facility rental is for two hours unless otherwise noted. An additional room rental of \$200 per hour may be charged for failure to vacate.

Floor Plans and Seating

• Various floor plans may be used to meet the requirements of your function. Set-up may be made with round tables, rectangular tables, or a combination of both. Requests for head tables, registration tables, refreshment tables, audio visual equipment, dance floors or other special arrangement must be submitted to banquet manager five (5) days prior to the event.

Additional Services

• Audio-visual equipment, floral arrangements, decorations, photographic services, entertainment, special linen needs, and decorated cakes should be discussed with our banquet manager. We will be happy to assist you with these details or suggest companies with whom arrangements can be made.

• Audio visual equipment (microphone, speakers, large screen, etc.), podium, partitions, stage and/or dance floor are available at an additional charge.

Special Conditions

• All food and beverages must be consumed on the premises and purchased solely through Nottinghams. No food or beverage from outside will be permitted to be brought into the function room or area by the patron, guests, or invitees with the exception of cake. A \$2 cutting fee per person will apply.

• Removal of unserved food from the premises is prohibited.

• Nottinghams will not assume responsibility for the storage, damage, or loss of any merchandise, materials, or articles left in the Restaurant prior to, during, or following your function.

• Materials of any kind are not to be affixed to walls or doors without prior approval of the banquet manager.

• No candles without prior approval.

• The patron assumes full responsibility for any damage to the premises caused by the patron, guests, or invitees.

• Any outside contractors arranged by the host must provide their own equipment (i.e. tables, extension cords, tables clothes, etc.) The host will also be responsible for damages or charges incurred by any of these contractors.

I have received a copy and understand the above agreement with Nottinghams Restaurant/Robinhood Resort. I agree to all terms and conditions.

SIGNATURE: _____

DATE: _____