

## ELDORADO ROOM CONTRACT

Thank you for choosing the Avenue Grill for your function. Please fill out the following information and scan/email to kim@avenuegrill.com.

Group Name: \_\_\_\_\_  
Reservation Contact: \_\_\_\_\_  
On Site Contact (if different): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_  
Type of Function: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Menu Selection: \_\_\_\_\_

Bar Selection: (circle one)                      **Full Host--- Beer/Wine Only---Cash Bar---Other**

(Please read and initial each contract requirement.)

- \_\_\_\_\_ 1.        A major Credit Card Number is required in order to hold the room
- \_\_\_\_\_ 2.        Cancellation Policy: Customer must call at least 14 DAYS before the start time of the event. If the customer cancels after this time frame the customer will be responsible for the minimum dollar amount for the type of party booked. This fee may be waived if the party is re-booked within 30 calendar days.
- \_\_\_\_\_ 3.        Minimum spending requirement: \$350 for lunch, \$500 for dinner. If not met, the balance will be charged as a room rental fee
- \_\_\_\_\_ 4.        Food and beverage minimum prices do not include 8.1% tax, 20% gratuity.
- \_\_\_\_\_ 5.        Final number of guests must be tendered at least {7} days prior to event. This number will be considered final and charges will be made accordingly. Otherwise, the total number of guests listed on your contract will be considered the final count. If the full amount of attendees does not show, host will be responsible for a \$5 or \$10 per person set up fee for lunch or dinner, respectively.
- \_\_\_\_\_ 6.        Should you have any changes in attendance or requirements after the 7 day event deadline, The Avenue Grill does not guaranty accommodation.
- \_\_\_\_\_ 7.        Final menu selection must be tendered {7} days prior to event.
- \_\_\_\_\_ 8.        No show Policy: If the customer does not show, and fails to call to cancel, during allotted cancellation time frame, the credit card will be charged for the minimum dollar requirement for the type of party booked.
- \_\_\_\_\_ 9.        Time Allowance: For Lunch, the room may be reserved for 2.5 hours between 11 a.m.- 4p.m. Dinner – 3.5 hours between 5:00-close. Cocktail receptions - 2.5 hours between 5:00-close. Additional time, if available, may be purchased. Groups going over the time allowance without prior permission will automatically be charged room rental @ \$100/hr.
- \_\_\_\_\_ 10.      I agree to have all decorations approved in advance. The Avenue Grill does not allow the use of confetti nor do we allow items to be hung on our walls or from fixtures.

Credit card number: \_\_\_\_\_ / exp \_\_\_\_\_

“The undersigned acknowledges that \_\_\_\_\_ has/have read and understands this banquet contract and accepts this contract and all stipulations, and agrees to comply with the same.”

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All room “hold”/reservation requests are void after (2) days from the date this contract was sent. If a signed contract is not received after this time, the hold on the room will be released so that others may use the room. Please call (303)861-2820 to extend or re-issue reservation request. Thank you.