

ELDORADO ROOM CONTRACT

Thank you for choosing the Avenue Grill for your function.
Please fill out the following information and fax this contract back, at (303)-861-2962.

Company Name: _____

Reservation Contact: _____ On Site Contact: _____

Address: _____ Phone No.: _____

_____ Fax No.: _____

_____ Email _____

Date of Event: _____

Time of Event: _____

Number of Guests: _____

Type of Function: _____

Menu Selection: _____

Bar Selection: (if applicable) _____

(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 5 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. 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.
- _____ 4. MINIMUM SPENDING: If minimum spending requirement is not met (\$350.00 – lunch OR \$500.00 – dinner), the balance will be charged as a room rental fee.
- _____ 5. TAX & GRATUITY: Food and beverage minimum prices do not include 8.1% tax, 20% gratuity.
- _____ 6. FINAL NUMBER OF GUESTS must be tendered at least {2} 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.
- _____ 7. FINAL MENU SELECTIONS must be tendered {5} days prior to event.
- _____ 8. COCKTAIL PARTY, host agrees to meet the minimum gratuity requirement of \$100.00 on the host tab. No minimum spending requirement is needed.
- _____ 9. NO SHOW OF GUESTS: Should the host confirm for a total number of persons to attend, the host is responsible for that number of persons. 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.

Credit card number information: _____ / 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 unsigned contracts are void after (7) days from the date stated above.
Please call (303)861-2820 to extend or re-issue contract. Thank you.