

WINBERIE'S

RESTAURANT & BAR

TERMS AND CONDITIONS

DEPOSIT: A deposit of \$200 is required to confirm the reservation and to pursue prior planning of the event. The initial deposit may be made by personal check. The deposit is deducted from the final bill the day of the function.

MENU: Menu selections, room arrangements and all other details must be finalized no later than two weeks prior to the function. Prices are subject to change without notice and do not include sales tax or service charges. Outside food and/or beverages of any kind are not permitted on the premises without prior approval.

GUARANTEE: All events require a final guest count at least three business days in advance of the function. This count is not subject to reduction after a 48-hour deadline. If we do not receive a guarantee by this time, the expected number of guests stated on the contract will be used as the amount that will be charged, unless your attendance is higher than your guarantee. All à la carte dining events will be charged a per-person fee (\$50 at dinner/\$20 at lunch) for guests less than the guaranteed guest count.

CANCELLATION: If necessary, cancellation can be made and full deposit returned only if notice is given at least 30 days prior to the function. Full deposit will be forfeited if the required 30 days is not given. For à la carte parties that do not notify the Banquet Department of their cancellation at least 24 hours in advance, and/or do not arrive for their reservation, we reserve the right to charge a per-person fee for the guaranteed count.

PAYMENT: Final payment is due at the conclusion of the function, and is payable in cash, credit card or pre-approved company check. No personal checks are authorized other than for the initial deposit. Sales tax, a two percent (2%) administrative fee covering additional expenses for a private function and the gratuity listed below will be added to the final bill.

Please indicate the percentage of gratuity you would like to be added to your final bill that will be paid to the service staff.

_____ % _____ Client's Initials

SECURITY: The restaurant is not responsible for articles or merchandise lost, stolen or forgotten during the course of the function, unless security arrangements are made in advance through the Banquet Department with proper notice.

LIABILITY: In the event that the restaurant is unable to perform its commitment because of physical shutdown or any governmental restrictions upon travel, supplier or any labor difficulties in the nature of strikes or otherwise or any other cause or event, the restaurant shall be excused from the performance and may terminate its commitment without liability of any kind. In the event the restaurant is unable to carry out the client's function for any reason, this agreement may be cancelled by the restaurant without further obligation, other than the return of the guest's deposit.

ELECTRONIC CONTRACTS: For all electronic contracts, a typed name and initials are required in the Client Signature and Initial fields, and are held to the same standards as a handwritten signature.

Please sign below if the arrangements above meet with your approval. Once this contract has been signed and we have received your deposit, your function is confirmed.

Client Signature

Date

Winberie's Representative Signature

Date

Date of Event

Number of Guests