

## Event Room Agreement

Thank you for choosing Event Room by The Godfather. Please be sure to read the following agreement and initial where indicated. Please contact us with any questions that you may have.

### Deposit and Confirmation

- To secure your reservation, please return this signed agreement along with your \$500 deposit. All deposits are non-refundable and can be paid by cash, check or credit card. Deposits, (less 3% card fee, if applicable) will be applied to the remaining balance due at the conclusion of the event, payable by cash, check, or credit card.
- Deposits paid by card will incur a non-redeemable 3% fee. Please pay by check or cash to avoid this fee.
- Cancellations may be made up to 60 days before your saved date to receive full credit in the form of a gift card.
- Refunds will only be returned in the form of a gift card that can be applied toward dine-in or take-out orders.

Initials\_\_\_\_\_

### Guest Count:

- Final guest count must be provided 14 days prior to event to allow for proper planning.
- You will be charged for the final guest count or the actual number of guests in attendance, whichever is greater.
- The minimum number of guests for the Event Room is 25 people. If the final count on the day the your event is less than the minimum requirement, you will be charged for the missing persons. Food can be provided for the difference in the final count and those in actual attendance.
- Please be sure to not invite more than the number provided to us to ensure that all your guests can be accommodated.

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### Room, Set-up, & Clean-up:

- **Large decorations must be confirmed by your event coordinator.** This is to ensure there is adequate space, and to be able to maintain safety on premise.
- Clean-up – in regards to decorations- of the premises must be completed within 1 hour of the events completion.
- **Decorations can ONLY be attached to the wall at DESIGNATED areas.** Please inquire about the decorating spaces with your event planner, prior to your event.
- The Godfather is not responsible for the set-up, removal, or discarding of any decorations. Any loss or damage of any decorations left behind will be the sole responsibility of the group.

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### Music & Entertainment:

- A sound system is provided to be able to use your personal devices for music. The Godfather is not responsible for providing or supervising playlists.
- Video presentations can be shared using our complimentary TV. Please request this with your event planner, prior to your event.
- If a dance area is required, please let your event planner know, so that we can set the space for your request.
- You must notify your event planner if you desire to hire a DJ, so that we can properly plan for your event. It is preferred that you hire an MC and use our sound system to maximize the space.

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### Linens

- Linen color choice must be confirmed minimum 14 days prior to your event. If a color is not chosen, a “Default” color will be provided.
- Linens are included in all event packages and will be supplied by The Godfather. This includes floor length table clothes, table square & cloth napkins.

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**Menu Selection:**

The Godfather will prepare and charge for food based on the final guest count received. Menu selections are the responsibility of the host and must be finalized 14 days prior to the event. Menu selections not finalized within this time frame are subject to a "Default Menu".

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- ALL FOOD, DESSERTS & BEVERAGES will be provided by The Godfather. Due to insurance limitations, we cannot accept any outside food or beverages. The Godfather will do their best to accommodate your needs with their resources.
- Menu selection and pricing will be based upon, day, time, & the number of guests you seek to accommodate.
- Notify your event planner with any allergies or dietary restrictions 14 days prior to your event.

**Tax and Gratuity:**

New Jersey sales tax and 22% gratuity will be automatically added to the bill. Additional gratuity can be added if deemed appropriate by the host. Card payments will incur an additional 3% fee. Check and cash payment avoid this additional fee.

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EVENT DATE:\_\_\_\_\_ EVENT START TIME:\_\_\_\_\_ # OF GUESTS (Invited): \_\_\_\_\_

PHONE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I have read and understand the conditions outlined in the Event Agreement. I agree to comply with the stated conditions.

Print Name: \_\_\_\_\_

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

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