

## Peninsula Room Private Events Contract

Primary Contact: \_\_\_\_\_

Additional Contacts: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Event Type: \_\_\_\_\_

Number of Guests\*: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Ceremony: \_\_\_\_\_

\*We require a minimum guest count on Fridays (75 guests) and Saturday (100 guests). Confirmed guest count is due 14 DAYS prior to event. **Confirmed reservation will determine number of entrees purchased**, regardless of actual attendance.

Note: The following card will be used for the facilities fee with customer consent. Your Credit Card information is required to confirm your event date.

Yes, charge this card for facilities fee: \_\_\_\_\_

No, do not charge this card for facilities fee: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Expiration: \_\_\_\_\_

Facilities Fee: \_\_\_\_\_

We, the undersigned, agree to utilize the banquet facilities (including food & beverages) of Mission Table, Peninsula Room and Jolly Pumpkin for our event, based on the information above. We agree to pay a non-refundable facilities fee at the signing of this contract to reserve the date of our event. Without a signature on this contract, we accept that this contract is void. We agree to a final guest count 14 days prior to the event. We agree to pay the entire balance at the conclusion of the event. We also agree to pay additional charges that we may incur due to increased guest count, additional equipment needs or increased beverage consumption. We agree that the facilities fee will be held if cancellation occurs. We agree not to hold Mission Table, Peninsula Room or Jolly Pumpkin responsible for event interruption or cancellation due to acts of God or nature. Due to possible changes, determination of final menu

selections will be made no more than 30 days prior to the event, and we agree to allow Mission Table, Peninsula Room or Jolly Pumpkin to substitute food or beverage products based on their availability. We agree to allow Mission Table, Peninsula Room or Jolly Pumpkin and its employees to refuse alcoholic beverage service to apparently intoxicated or minor guests. We, the undersigned, are responsible for any contracts made with outside vendors such as florists, confectioners, musicians, photographers, and any other vendor. Since Mission Table, Peninsula Room or Jolly Pumpkin cannot guarantee final food and beverage bill before the conclusion of an event. We, the undersigned, agree to billing based on CONSUMPTION and paid in full the evening of the event.

- I understand that in the event of a cancellation with less than 90 days notice a \$50 charge per guest will be incurred on this card.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Type of Service: Sit-Down      Buffet**

App & Times	Entrees
Soup or Salad	Dessert

## Reminders

Things to keep in mind when hosting a wedding ceremony at the Peninsula Room at Bowers Harbor Inn:

We are a restaurant and open to the public. In hosting your special day, it is our goal to not only make your day unforgettable, but in making your day special we also strive to make our every-day dining guest's experience special as well. We do ask that when hosting a ceremony you consider the following:

- If you would like to reserve the space to hold your rehearsal prior to your event, please arrange this with our events staff (depends on availability)
- We ask to stay on schedule that is outlined in your planning of your event. Our time restrictions will need to be enforced and ceremonies must conclude according to the times listed by location
- In order to make your pre-event planning smooth, The Peninsula Room at Bowers Harbor Inn would like to be informed of any floral arrangements, decorations or cakes and be delivered the day of your event. We would also like to know of all arrangements with live musicians or musical equipment
- We are happy to coordinate vehicle traffic and all property-related matters. It is beneficial to have a family member, friend or commissioned wedding coordinator on hand to direct the wedding party throughout your day.
- Decorating must be done the day of the event after 10:00 am and break down of items removed after the event
- Our wait staff is trained to monitor alcohol consumption and signs of impairment and will act accordingly with you and your guests. **No outside beverages are allowed**
- A \$2/plate cake-plating fee will be added to all wedding cake service
- Our staff is responsible for the coordination of the food and beverage. In order for you event to be executed exactly how you want it, we rely on your coordination to orchestrate the details of the ceremonies or receptions. Please see our list of recommended event professionals
- 75 guest minimum on Friday receptions and 100 guest minimum on Saturday receptions
- **Payment is due at the conclusion of the event in full**
- Bridal suite must be cleaned out before the ceremony – no later than **5:00 PM**
- Vendor meals and seating must be arranged prior to your event

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_