

# THE WEST END



*a Public House*

## The West End

5320 Westheimer St. Houston, TX 77056  
713.590.0616 . 713.408-7675 f. www.westend-houston.com

### Private Party Agreement

Date of Contract: \_\_\_\_\_

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between The West End, and:

Group Name: \_\_\_\_\_ (Customer)

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

Address: \_\_\_\_\_

Phone, Day: \_\_\_\_\_ City State Zip

Cell: \_\_\_\_\_

Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

for the following event:

DATE OF EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

Starting Time of the Event: \_\_\_\_\_ Ending Time of the Event \_\_\_\_\_ Estimated Number of

Guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Reserved Rooms: \_\_\_\_\_ Private: Yes No

**Terms of the Contract:**

Menu Selection

In consultation with The West End, the Customer shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this contract and initialed by Customer and The West End. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

Room Charges (If Applicable)

In consultation with The West End, the Customer shall select the room or rooms to be reserved for the party. A chart showing the room charges and Customer's circled selections shall be attached hereto and initialed by Customer and Palace. The room charge(s) shall be summarized on the Financial Summary herein.

Minimum Food and Beverage Requirements

The West End shall inform the Customer of the minimum amount of food and beverage dollars the Customer must spend to reserve the room for the Private Event. Room charges are a separate charge and are not calculated into the minimum requirements but are in addition to. Minimums are set forth in the Financial Summary herein.

Confirmation of Reservation

Confirmation is not made until The West End receives deposit.

Payment and Method of Payment Deposit

A security deposit equal to 25% of the estimated cost of the final bill which is set forth in the financial summary herein, is required to secure your date and will be applied to your final bill. The balance will be due at the close of the event. For deposit only, we accept cash, credit card (Visa, MC, Amex and Discover) and approved checks.

Final Payment

Final Payment is due at the conclusion of the event. No split checks are permitted. For final payment only, we accept cash, credit card (Visa, MC, Amex and Discover).

Cancellation and Deposit Forfeiture Policy

The following cancellation and deposit forfeitures apply:

- Party cancelled 45 days or more before the event: 100% refund of deposit.
  - Party cancelled 45 days to 31 days before the event: 75% refund of deposit.
  - Party cancelled 30 days to 8 days before the event: 50% refund of deposit.
  - Party cancelled 7 days or less before the event: 0% refund of the deposit.
- Days are measured in 24 hour increments counting backwards from the start time of your event.

Final Guest Count

A FINAL HEAD COUNT of all adults and children must be provided by 1:00 pm SEVEN DAYS prior to your event. This is the number of people you will be charged for in the final bill. Days are measured in 24 hour increments counting backwards from the start time of your event.

If fewer adults attend your party, you will still be charged the fixed price per adult based on the final head count. If additional adults and children attend, you will be charged the menu option price per adult and charged for menu items ordered for children.

Final Entree Selections

A FINAL ENTREE SELECTION from the menu option you have selected for all adult guests must be given to us by 1:00pm FIVE DAYS prior to your event. Days are measured in 24 hour increments counting backwards from the start time of your event.

Amenities and Additional Services Provided At the request of the customer, additional items and services may be Provided. Customer shall check all additional items and services it wishes to purchase on the attached Amenities and Special Services Form. Cost estimates for the Selections will be included in the 7 Day Financial Summary.

Deliveries

Floral arrangements, musical instruments and wedding/specialty cakes may be delivered to The West End on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. The West End will not be responsible for lost or stolen items brought in by Customer, Customer guests, or vendors hired by Customer.

Alcoholic Beverages

The West End carries a mixed beverage license. By law no alcoholic beverages may be brought onto the property or taken from the premises. In the interest of protecting our patrons and the general public, The West End and its employees have the right to refuse service of alcoholic beverages to any patron or guest who by his or her behavior or appearance is believed to be incapable of tolerating further alcohol consumption.

FINANCIAL SUMMARY

Initial Estimates and Deposit Calculation

Menu Price per person \_\_\_\_\_ x Number of Estimated Adults \_\_\_\_\_ = \_\_\_\_\_

What is the minimum food and beverage requirement? \_\_\_\_\_ Is Minimum being met? \_\_\_\_\_ (yes/no)

If no, write in the difference between minimum and subtotal above: \_\_\_\_\_

Add in Room Charge total amount here (if applicable): \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_ PLUS TAX (8.25%): \_\_\_\_\_ PLUS GRATUITY (20%): \_\_\_\_\_

ESTIMATED TOTAL BEFORE AMENITIES AND \_\_\_\_\_ SPECIAL SERVICES CHARGES

(x 25%) DEPOSIT REQUIRED \_\_\_\_\_

Check Visa MC Amex Disc.

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNED \_\_\_\_\_ (Customer)

**SEVEN (7) DAY FINAL GUEST COUNT AND SPECIAL SERVICES**

Final Number of Guests \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Special Charge 1 (description and cost) \_\_\_\_\_

Special Charge 2 (description and cost) \_\_\_\_\_

Special Charge 3 (description and cost) \_\_\_\_\_

Special Charge 4 (description and cost) \_\_\_\_\_

Special Charge 5 (description and cost) \_\_\_\_\_

Add in Total Special Charges Estimate here: \_\_\_\_\_

Additional costs incurred, including children's meals, additional guests and additional special services or increases to estimated costs of additional services shall be added on to the final bill. Decreases in cost of any additional service shall be deducted from final bill. FINAL PAYMENT IS DUE IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT.

SIGNED \_\_\_\_\_ (The West End Manager)

SIGNED \_\_\_\_\_ (Customer)

**The West End Function Sheet**  
(TO BE ATTACHED TO CLIENT CONTRACT)  
**Summary of Menu Selections and Room Charges**

Date \_\_\_/\_\_\_/\_\_\_  
Day \_\_\_\_\_  
Time: From \_\_\_\_\_ to \_\_\_\_\_  
Number of People \_\_\_\_\_  
7 Day Guaranteed # \_\_\_\_\_

Group Name \_\_\_\_\_  
Contact person \_\_\_\_\_  
Contact phone \_\_\_\_\_

**Menu:**

Entrees Option: A B C

**Beverage:**

Beverage and Bar Option: A B C D

Offer Coffee, tea or soda and add to bill                    Y        N        Included

**Room:**

**Cost:**

Minimum Food and Beverage Requirement \$ \_\_\_\_\_  
Price per Person \$ \_\_\_\_\_  
Total Room Charge (if applicable) \$ \_\_\_\_\_

**THE WEST END  
PRIVATE EVENTS MENUS**

***Plated Dinner Options***

**Option A:**

**Three Course Menu    \$45**

*1st Course (choose 1 option)*

Maytag Blue Cheese, Baby Greens, Candied Hazelnuts, Apples and Sherry Vinaigrette  
Roast Butternut Squash Soup, Pumpkin Seeds and Pumpkin Seed Oil  
Caesar Salad, Garlic Croutons, Parmesan Cheese, Creamy Caesar Dressing

*Main Course (Choose 2 options)*

Grilled Hanger Steaks, Potato Puree, Asparagus, Red Wine Gastrique  
Char-Grilled Chicken, Mascarpone Polenta, Harvest Beans, Soffrito  
Pan Roasted Mahi Mahi, Fennel Puree, Sugared Carrots, Zucchini, Picatta Sauce

*Dessert (Choose 1 option)*

Molten Chocolate Lava Cake, Espresso Anglaise, Sea Salt Caramel Ice Cream  
Orange-Fennel Panna Cotta, Berry Compote, Candied Fennel  
Basil Infused Creme Brulee, Basil Infused Custard, Berries, Burnt Sugar

**Option B:**

**Four Course Menu     \$55**

*Soup (choice of 1)*

Forest Mushroom Soup, Caramelized Onions and Roasted Mushrooms  
Roast Butternut Squash Soup, Pumpkin Seeds and Pumpkin Seed Oil  
Tomato Basil Soup, Garlic Croutons, Goats Cheese, and Olive Oil

*Salad (choice of 1)*

Maytag Blue Cheese, Baby Greens, Candied Hazelnuts, Apples and Sherry Vinaigrette  
Baby Arugula, Black Currants, Almonds, Parmesan Cheese, White Balsamic Dressing  
Caesar Salad, Garlic Croutons, Parmesan Cheese, Creamy Caesar Dressing

*Entree (choice of 2)*

Gulf Red Snapper, White Beans, Tomato, Chorizo, White Bean Brodo  
Char-Grilled Chicken, Mascarpone Polenta, Harvest Beans, Soffrito  
Bourbon Brined Pork Chop, Sweet Potato Puree, Spinach, Green Apple Chutney  
Pepper Seared Filet Mignon, Roast Potato, Mushrooms, Bourbon-Garlic Sauce

*Desserts (choice of 1)*

Chocolate Peanut Butter Crunch Bar, Chocolate Sauce, Vanilla Bean Ice Cream  
Basil Infused Creme Brulee, Basil Infused Custard, Berries, Burnt Sugar  
Orange-Fennel Panna Cotta, Berry Compote, Candied Fennel  
Banana Bread Pudding, Fresh Berries, Bourbon-Caramel Sauce

## Option C:

### Four Course Menu     \$65

#### *Soup (choice of 1)*

Forest Mushroom Soup, Caramelized Onions and Roasted Mushrooms  
Roast Butternut Squash Soup, Pumpkin Seeds and Pumpkin Seed Oil  
Tomato Basil Soup, Garlic Croutons, Goats Cheese, and Olive Oil

#### *Salad (choice of 1)*

Maytag Blue Cheese, Baby Greens, Candied Hazelnuts, Apples and Sherry Vinaigrette  
Baby Arugula, Black Currants, Almonds, Parmesan Cheese, White Balsamic Dressing  
Caesar Salad, Garlic Croutons, Parmesan Cheese, Creamy Caesar Dressing

#### *Entrees (choice of 2)*

Braised Beef Shortribs, Potato Puree, Wilted Spinach, Braising Juices  
Pan Roasted Grouper, Fennel Puree, Sugared Carrots, Zucchini, Picatta Sauce  
Sea Scallops, Israeli Couscous, Bacon, Tiny Green Beans, Grain Mustard Sauce  
Pepper Seared Filet Mignon, Roast Potato, Mushrooms, Bourbon-Garlic Sauce

#### *Desserts (choice of 1)*

Chocolate Peanut Butter Crunch Bar, Chocolate Sauce, Vanilla Bean Ice Cream  
Basil Infused Creme Brulee, Basil Infused Custard, Berries, Burnt Sugar  
Orange-Fennel Panna Cotta, Berry Compote, Candied Fennel  
Banana Bread Pudding, Fresh Berries, Bourbon-Caramel Sauce

## THE WEST END PRIVATE EVENTS MENUS

Bellow prices are good for two (2) hours. Any additional hours will be charged additional \$5 per person.

### **Option A - \$10**

Unlimited refills on soft drinks including sodas, freshly squeezed Orange Juice, freshly squeezed lemonade, mint lemonade, any other juice, tea and coffee.

### **Option B - \$25**

All items under Option A plus selections of house red and white wines \* and beers\*.

### **Option C - \$40**

All items under Option A & B plus full bar call brands spirits and cocktails.

### **Option D - \$55**

All items under Option A & B plus selections of premium wines\*, full bar premium brand spirits and all The West End specialty hand crafted drinks.

*List of call brands:*

*Absolute, Jack Daniels, Tanqueray, Quervo, J&B*

*List of premium brands:*

*Gray Goose, Basil Haden, Bombay Sapphire, Johnny Walker Black, 1800 Tequila*

*\*Please refer to our wine list for the latest selections of wines and beers. We will gladly accommodate you with any of your off menu favorites.*