**Event Policies-Fat Tony’s**

1. **Room Fees- Fat Tony’s** requires an initial fee payable upon signature of this event policy agreement. Our fee is to rent space and is based on date and time of the event.A fee and signed contract are required to secure a date for any event. All fees are non-refundable, are not applicable to food or beverage, and may be paid by credit card or cash at least 2 weeks prior to the event. Sunday-Thursday events from March 1st-September 30th, $200.00 with a minimum of $500.00 spent on food and beverage. Friday-Saturday events from March 1st-September 30th, $300.00 with $720.00 minimum on food and beverage. Sunday-Thursday events from October 1st-February 29th, $150.00 with $300.00 minimum on food and beverage. Friday-Saturday events from October 1st-February 29th, $200.00 with $400.00 minimum on food and beverage. All events have a maximum time limit of 3 hours. Any events that require more time will require an additional fee of $100.00 per extra hour.  **Initials\_\_\_\_\_\_**
2. **Guaranteed Guest Count/Food and Beverage Charge**- 1.Guaranteed Guest Count- The guaranteed guest count is due from the Client three business days in advance of the event. If no guaranteed guest count is received by Fat Tony’s Italian Pub, Fat Tony’s Italian Pub will set for and charge for the original guest count estimate or the actual number of guests in attendance, whichever is greater. Fat Tony’s Italian Pub cannot ensure additional seating should the actual guest count exceed the guaranteed guest count or room capacity. Every attempt will be made to accommodate additional guests on a space available basis: however, it is possible a guest may not be seated or served. In the event that the attending guest count is lower than the guaranteed guest number, there will be a charge of $40.00 per person less the amount of the guest count guarantee. By signing the agreement below, the client affirmatively acknowledges it/he/she has been made aware of this disclosure. **Initials\_\_\_\_\_\_**
3. **Service Charge**- A 20% service charge is applied to all food, beverage and other charges, where applicable.
4. **Authority**- Any person signing an agreement with Fat Tony’s Italian Pub in the name of a corporation, association, or society represents to Fat Tony’s Italian Pub that he/she is authorized to sign the agreement on behalf of the organization. In addition, the signature on this Agreement will act as a signature on file if a credit card is used as a room fee or final payment; therefore, the cardholder must sign this agreement, along with any other responsible parties. **Initials\_\_\_\_\_\_**
5. **Payment**- All payments must be made by: American Express, MasterCard, Visa, Discover, or cash. Final payment is due upon conclusion of event. **Separate Checks are only available for Beverage service. Initials\_\_\_\_\_\_\_**
6. **Taxes**- Client agrees to pay any and all federal, state, municipal or other taxes imposed on or applicable to event. Groups or organizations claiming exemption from applicable taxes are responsible for providing Fat Tony’s Italian Pub with a copy of the organization’s tax exemption certificate: otherwise applicable taxes will be charged to Client.
7. **Food and Beverage**- Due to health, safety and liquor laws of each state, all food and beverage must be supplied by Fat Tony’s Italian Pub, unless approved by the General Manager. A service fee may be charged on items not supplied by Fat Tony’s Italian Pub.
8. **Security**- Fat Tony’s Italian Pub reserves the right to inspect and control all events, and may, in its discretion, require security for certain events, particularly those with minors in attendance. The cost of such services will be the Client’s responsibility. Fat Tony’s Italian Pub will not assume any liability for theft or any other type of loss or damage to personal property occurring either prior to, during, or after the event.
9. **Deliveries**- With prior arrangement, Fat Tony’s Italian Pub will accept packages sent no earlier than 3 business days prior to the event. Any shipment prior to such dates, or deemed excessive in size or volume, may be subject to a storage fee.
10. **Display and Decoration**- All displays and/or decoration proposed by Client will be subject to prior approval by a Fat Tony’s Italian Pub representative in each instance. Any damage caused to the premises will be the responsibility of the Client. All displays and/or decoration must be removed by the Client at the conclusion of the event. Any time for clean up must be factored into the 3 hour time limit or the Client will be expected to pay the additional time charge.
11. **Alcoholic Beverages**- Fat Tony’s Italian Pub strictly adheres to all laws and regulations pertaining to the sales and service of alcoholic beverages, including sales to minors and intoxicated persons.
12. **Excused Non Performance**- Client agrees and acknowledges that Fat Tony’s Italian Pub shall be excused from performing any obligations under this Agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, flood or explosion, strikes, labor disputes, inability to procure labor, equipment materials or surplus, or any other causes beyond its reasonable control.

**I have agreed to submit this form by electronic means.**

**By signing this contract electronically, I agree to abide by all of the Event Policies of Fat Tony’s Italian Pub.**

# Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fat Tony’s Italian Pub \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Cardholder Name

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

Event Date

**\*\* This Form Must Be Returned To Confirm Reservation\*\***