

# THE UNION HOUSE

## PRIVATE EVENT AGREEMENT

**AGREEMENT AND DEPOSIT:** A SIGNED PRIVATE EVENT AGREEMENT AND A TWO HUNDRED DOLLAR (\$200.00) NONREFUNDABLE DEPOSIT ARE REQUIRED TO GUARANTEE THE ROOM. PLEASE NOTE THAT THE \$200 DEPOSIT WILL BE USED AS A CREDIT TO THE BILL THE DAY OF THE EVENT.

**'THE STANDARD' ROOM MINIMUM CHARGE:** PLEASE NOTE THAT THERE IS A MINIMUM CHARGE THRESHOLD OF \$3000.00 TO RESERVE THE PRIVATE ROOM "THE STANDARD" FOR FRIDAY & SATURDAY EVENING EVENTS (EVENTS BEGINNING ANYTIME AFTER 4PM). THE ROOM RENTAL MINIMUM IS WAIVED SUNDAY – THURSDAY. (NOTE: RENTAL MINIMUM'S VARY IN DECEMBER AND ON HOLIDAYS.)

**CANCELLATIONS:** FOR ALL CANCELLATIONS OF EVENTS, THE DEPOSIT IS FORFEITED.

**MENU SELECTION:** FOR ALL FUNCTIONS, THE UNION HOUSE MUST HAVE YOUR SELECTED MENU A MINIMUM OF SEVEN (7) DAYS PRIOR TO THE FUNCTION DATE. THE UNION HOUSE RESERVES THE RIGHT TO SUBSTITUTE AN ENTRÉE OF EQUAL OR GREATER VALUE AT THE CLIENT'S EXPENSE IF THE GUEST NUMBER INCREASES. THE UNION HOUSE WILL CHARGE FOR THE GUARANTEED NUMBER OF GUESTS, OR THE TOTAL NUMBER SERVED, WHICHEVER IS GREATER.

**GUEST GUARANTEE:** FOR ALL FUNCTIONS, THE UNION HOUSE MUST HAVE A GUEST NUMBER CONFIRMATION SEVEN (7) DAYS PRIOR TO FUNCTION DATE. THE UNION HOUSE WILL CONSIDER THIS NUMBER THE GUARANTEE, AND IT WILL NOT BE SUBJECT TO REDUCTION. IF NO GUARANTEED NUMBER IS RECEIVED WITHIN SEVEN DAYS PRIOR TO FUNCTION DATE, THE UNION HOUSE WILL CONSIDER THE ORIGINAL EXPECTED GUEST NUMBER ON PAGE TWO OF THIS AGREEMENT AS THE FINAL GUEST COUNT. (PLEASE NOTE THE GUEST MINIMUM TO RESERVE THE STANDARD IS 30 PEOPLE)

**FOOD AND BEVERAGE:** ALL FOOD AND BEVERAGES MUST BE PURCHASED AND PREPARED THROUGH THE UNION HOUSE. IF DESSERT IS BEING BROUGHT ON TO OUR PREMISES, THERE IS \$1.00 PER PERSON FEE. COFFEE/TEA SERVICE IS AN ADDITIONAL \$2.00 PER PERSON. ABSOLUTELY NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ON TO THE PREMISES, AS THIS IS A VIOLATION OF THE STATE OF NEW JERSEY ALCOHOL BEVERAGE COMMISSION.

**FINAL PAYMENT:** FINAL PAYMENT FOR THE FUNCTION MUST BE MADE AT THE COMPLETION OF THE FUNCTION. PAYMENT CAN BE MADE BY CASH, CERTIFIED CHECK, DEBIT OR CREDIT CARD. WE ACCEPT ALL MAJOR CREDIT CARDS. THE UNION HOUSE GIFT CARDS ARE NOT ACCEPTED AS PAYMENT FOR PRIVATE EVENTS.

**TAX AND GRATUITY:** A 20% SERVICE FEE AND 6.625% NEW JERSEY SALES TAX ARE ADDED TO ALL PRIVATE EVENT FUNCTIONS.

**QUALITY STANDARDS:** THE UNION HOUSE RESERVES THE RIGHT TO REFUSE SERVING ANY PERSON WHO IN THE JUDGMENT OF ITS MANAGEMENT IS UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED SUBSTANCES, OR TO REQUEST THAT SUCH A PERSON LEAVE THE PREMISES.

**DECORATIONS:** DECORATIONS MUST BE APPROVED BY THE UNION HOUSE MANAGEMENT. ALL DISPLAY EXHIBITS AND DECORATIONS MUST CONFORM TO FIRE AND SAFETY CODES. THE CLIENT IS RESPONSIBLE FOR TAKING DOWN ALL APPROVED DECORATIONS BEFORE LEAVING. CONFETTI IS NOT PERMITTED.

**PARKING:** MUNICIPAL PARKING IS AVAILABLE IN THE LOT BEHIND OUR BUILDING AND ACROSS THE STREET.

UNION STREET HOSPITALITY, LLC D.B.A. THE UNION HOUSE IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS IN THE PARKING LOT OR ON THE PREMISES.

### **THE CLIENT:**

\*AGREES TO INDEMNIFY AND HOLD HARMLESS UNION STREET HOSPITALITY, LLC D.B.A. THE UNION HOUSE, ITS AGENTS OR EMPLOYEES FOR ANY COSTS INCURRED, INCLUDING ATTORNEY'S FEES, ARISING AS A RESULT OF ANY INJURY TO PERSON OR DAMAGE OR LOSS OF PROPERTY, OR ANY OTHER CLAIM WHATSOEVER RESULTING FROM CLIENT'S USE OF THE PREMISES. UNION STREET HOSPITALITY, LLC D.B.A. THE UNION HOUSE IS NOT RESPONSIBLE FOR DAMAGES TO OR THE THEFT OF PARKED AUTOMOBILES OR CONTENTS THEREOF DURING THE SCHEDULED EVENT.

\*AGREES TO INSURE THAT THE EVENT SCHEDULED AND ANY PERSONS IN ATTENDANCE AT THE SCHEDULED EVENT WILL NOT CONDUCT ANY ILLEGAL ACTIVITIES.

\*ASSUMES RESPONSIBILITY FOR ANY DAMAGE THAT MAY OCCUR ON THE PREMISES: THIS INCLUDES ANY BREAKAGE OF GLASSES AND/OR DISHES, DAMAGE OF WALLS, FLOORING, ETC. THE UNION HOUSE MANAGEMENT RESERVES THE RIGHT TO ASSESS A SERVICE CHARGE FOR ANY DAMAGES AND/OR EXCESSIVE CLEAN-UP BEYOND THE EXPECTED NORMAL RANGE OF A PLANNED FUNCTION.

# THE UNION HOUSE

## AGREEMENT & DEPOSIT FOR "THE STANDARD" ROOM

TODAY'S DATE: \_\_\_\_\_

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

CLIENT/CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

TIME/LENGTH OF EVENT: \_\_\_\_\_



DEPOSIT REQUIRED (\$200):

PAYMENT OPTIONS: CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ CASH \_\_\_\_\_

\_\_\_\_ MASTERCARD \_\_\_\_ VISA \_\_\_\_ AMERICAN EXPRESS

CREDIT CARD NUMBER: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

EXP DATE: \_\_\_\_\_

I HEREBY AUTHORIZE THE UNION HOUSE TO DEBIT THE ABOVE CREDIT CARD IN THE AMOUNT OF TWO HUNDRED DOLLARS TO BE APPLIED AS SECURITY DEPOSIT FOR THE ABOVE RESERVATION.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS CONTRACT IS MADE IN THE STATE OF NEW JERSEY AND SHALL BE CONSTRUED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF SUCH STATE. THIS PRIVATE EVENT CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN PARTIES AND MAY NOT BE MODIFIED OR AMENDED EXCEPT BY AN INSTRUMENT IN WRITING SIGNED BY BOTH THE CLIENT AND THE UNION HOUSE. "THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE PRIVATE EVENT AGREEMENT INCLUDING THIS PAGE AND; THE PRECEDING PAGE BY SIGNING AND DATING BELOW THE UNDERSIGNED ACCEPTS THIS CONTRACT AND AGREES TO COMPLY WITH SAME."

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_