

TRISTATE RESTAURANT GROUP

PRIVATE PARTY CONTRACT

1. PAYMENTS/PAYMENT PROCESSING/FEEES

All payments in full must be made upon completion of the party. A \$250 non-refundable deposit will be held on any room or event upon booking of function. The \$250 deposit will go towards your final bill.

Acceptable forms of payment:


- i. Visa, Mastercard, Discover, AMEX or Cash. Checks are not allowed unless they are submitted **7 days** prior to function in full. We do not accept Venmo, Cash-App or any other digital payment service.
- ii. Sales tax (**6.625%**) will be added to all parties and **20%** gratuity will be added to all parties/functions over 8 people.
- iii. A processing fee of **4.9%** will be added to final bill as an Office Support Charge.
- iv. **Cancellation policy**-In the event of a party cancellation. The \$250 deposit will not be refunded. If cancellation is less than 10-days to your event you will be charged 10% (of final bill) or no more than \$500 to your credit card on file. Rescheduled events will not be charged the cancellation fee if rescheduled 10-days prior to original event date.
- v. Gratuity is factored into the total food/liquor bill (after deposit), not room charge, Office Support Fee, or NJ Sales Tax. If you are Tax Exempt, we must have a Tax-Exempt form on file after booking your function.
- vi. (For 22 West Tap and Grill) Depending on the date of your function, size and time of event, a room fee may be charged. Different rooms fees will be applied to certain areas depending on demand. Room fees are not normally charged unless necessary.
- vii. **For all catering events. If food choices are not made within 7 days of event date a \$250 surcharge will be added to your final bill as a "Rush Fee "**. It is very important that buffet menus are chosen and finalized **7 days** prior so we can source the items needed for your event.
- viii. **Guest Counts must be finalized 3 days prior to event.** This number will be a guaranteed minimum that you will be charged.

PROPERTY/STAFF AND FACILITIES

- B. We want to welcome you into our establishment and will treat you with the utmost respect and professionalism you deserve. We ask that you treat our establishment and property the same. There will be no use of any of the following:
- i. Explosive party favors, glitter, or glitter bombs, noise makers
 - ii. Portable music boxes
 - iii. Containers that are not NSF certified (unless approved by management)
 - iv. No outside food or alcoholic beverages will be permitted without management approval.

Celebration Cakes, pastries and other desserts are allowed. A cake cutting fee of \$30 will be applied if our staff handles any desserts brought in by you or your guests. If a Celebration Cake is purchased through Epic Cookies and More the \$30 cake fee will be waived.

A cork fee of \$15 per wine bottle will be charged if outside wine is brought in.

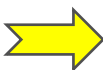
 **Initials** _____

- C. Our employees are very important to us. We ask that you treat them with the utmost respect they deserve. Excessive foul language, sexual advances or any obscene or racial comments will not be tolerated. Aggressive behavior in any nature will result in immediate removal from the property.
- D. Restaurant property and dwelling
 - i. Tables, chairs, plates, glasses, and utensils are property of Tristate Restaurant Group and may be used and returned in the same condition prior to your function. We reserve the right to charge for any replacements of damaged property at our discretion. Obvious natural wear and tear of these items is appropriate, and it is up to you to bring to our attention if any of these items are damaged prior to your use. Accidental damage will not be additionally charged if approved by management.
 - ii. Walls, Ceilings, light fixtures, televisions, bar tops, tabletops, sinks, toilets, and any other property inside or outside the building owned by Tristate Restaurant Group must be in the same condition prior to your event. Any damages to these items may result in a cleaning or property maintenance fee if deemed appropriate by management.

Alcohol Consumption/Smoking Policy

- A. Tristate Restaurant Group reserves the right to remove any patron off premise who is highly intoxicated.
- B. If an Open Bar package has been purchased, shots are **not allowed**. Definition of a shot is “neat”, “on the rocks”, “up” or in a shot glass.
- C. All hard alcohol with an ABV of 12% or greater **MUST** contain a mixer
- D. No smoking or vaping is allowed inside any Tristate Restaurant Group building. This includes, patios, porches, dining areas, vestibules, and bathrooms. Designated smoking areas are posted at each property.

Any special requests, custom requests or special orders must be made within 14 days’ notice of function.



Signature _____ Date _____

Printed Name _____

Date of Function _____

Revised 11/30/2022