

Terms of Agreement

RESTAURANT

BOOKING AN EVENT

- An event is booked upon the return of the reviewed and signed Terms of Agreement and deposit check.
- The deposit fee is 50% of the Food & Beverage spending minimum and is applied to your final bill. This is a non-refundable deposit.

CANCELLATION POLICY:

- 50% of the deposit will be refunded only if a party of equal value is booked on the original date. A cancellation fee (to be evaluated on an individual basis) may also apply.
- If an events performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, a travel restriction issued by a governmental agency, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it illegal or impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence. The parties shall thereafter work together to find mutually agreeable re-scheduling dates. The foregoing shall not, however, give rise to any reason for Oliver's to return any deposits, nor excuse the payment of any cancellation fees on the part of the contracting party.

MINIMUMS:

- Food & Beverage whole restaurant minimums:
 - Tuesday-Thursday \$10,000
 - Friday \$15,000
 - Saturday \$20,000
 - Please inquire for Sunday & Monday rates
- This does not include tax, gratuity, administrative fee or any additional fees.

FEES & PAYMENTS:

- Valet parking is required for all lunch events. There is a \$160.00 valet fee for parties under 30 guests and a \$250.00 valet fee for parties of 30 guests or more.
- There is a \$150.00 chef charge per carving station if applicable.
- 8.75% sales tax, 18% gratuity, and a 4% administrative fee will be added to all final bills.
- There is a \$50.00 corkage fee per 750ml bottle of wine or champagne that is brought onto the premises. Large format bottles may incur an extra fee.
- Payment is due at the completion of the event.
- If paying by credit card there is a 3.5% processing fee.

GUARANTEED NUMBERS:

- A final guest count, or guarantee, must be submitted at least one week prior to the event. DATE: _____
- If this count is not met upon the completion of the event, the party will be charged for the guaranteed guest count.

AUDIO/VISUAL EQUIPMENT:

- TV screen available at no charge.
- No outside audio equipment is permitted on the premises.
- Any visual equipment must be approved by Oliver's management.

MENU CHANGES:

- Final menu changes must be placed ten days prior to the date of the event or sooner. DATE: _____

POLICIES:

- All event materials must be removed from the premises at the completion of the event.
- Any additional decor must be approved by Oliver's management
- Oliver's Restaurant is not responsible for lost, stolen, or damaged property or items left at the location after the conclusion of the event.

Signature: _____ Date: _____

Credit Card : _____ Expiration Date: _____ Security Code: _____

FOR OFFICE USE ONLY