



# Terms of Agreement

PRIVATE DINING EXPERIENCES

## BOOKING AN EVENT

An event booked is booked upon the return of the reviewed and signed Terms of Agreement. In lieu of a deposit, a credit card is required to hold the reservation. Please call in any credit card information for security purposes.

## MINIMUMS:

Food & Beverage Spending Minimums do not include tax, gratuity, administrative fee or any additional fees.

### MEZZANINE

- \$1500 Tuesday-Thursday
- \$2500 Friday- Saturday
- \$2500 Luncheon
- \$2500 Cocktail Party
- \$5000 Sunday-Monday

### CHEFS ROOM

- \$500 Tuesday-Thursday
- \$800 Friday- Saturday

## FEES & PAYMENTS:

Payment is due at the completion of the event. The credit card that has been used to hold the reservation does not have to be the credit card that charged upon the completion of the event.

All events will be charged 8.75% NYS Sales Tax, 4% Admin Fee and 18% Gratuity

### VALET

*Luncheon Events Only*

- \$160 Guest 30
- \$250 Guests 30+

### ADDITIONAL FEES

- \$125 CARVING FEE
- \$50 CORKAGE FEE per 750ml bottle
- \$5 CAKE CUTTING FEE per guest

## MENU CHANGES:

Final menu changes must be in place TEN days prior to the date of the event.

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

EVENT TIME: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Credit Card : \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

## CANCELLATION POLICY:

We require a cancellation notice of at least one week in advance. In the event of a cancellation, the credit card on file will be charged a \$500.00 non-refundable cancellation fee.

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.

## 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.

## AUDIO/VISUAL EQUIPMENT:

No outside audio equipment is permitted on the premises.

Any visual equipment must be approved by Oliver's management.

- \$25 SCREEN RENTAL
- \$75 PROJECTOR RENTAL

## GUARANTEED NUMBERS:

A final guest count, or guarantee, must be submitted at least one week prior to the event.

If this count is not met upon the completion of the event, the party will be charged for the guaranteed guest count.