



## Private Dining Contract

Party Name: \_\_\_\_\_ Space Reserved: \_\_\_\_\_

Date of Event: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Guest Count: \_\_\_\_\_

Set Up Contact: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Menu Selected: \_\_\_\_\_

One Check: \_\_\_ Separate Checks: \_\_\_ Menu Price per Person: \_\_\_ Food & Beverage Minimum: \_\_\_\_\_

Credit Card Information: Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Type: \_\_\_\_\_

### Booking

The Private Dining Room & Outdoor Patio is available for reservation on a first come-first served basis. Any of our Private Dining Spaces may be booked in 3 hour increments; additional hours may be available upon request and charged accordingly. During holidays and graduation these time slots are fixed at 11:30am, 2pm, 5pm and 8:15pm. There is no charge for the room, however a food and beverage minimum guarantee must be agreed upon in order to book (Initial \_\_\_). The spaces cannot be reserved without provision of a valid credit card number and expiration date. The card number will be charged a fee of \$200 ONLY in the case of cancellation less than 2 weeks from the scheduled date; otherwise it will not be charged. Custom decorations can be provided if ordered two weeks in advance. Any decoration provided by the booking party may be done *during the reserved hours*; decorations must be approved by management.

### The Private Dining Room

Our private dining room is located directly to your left upon entering Neighbors Place. Its neutral color palate and flexible floor plan provide the perfect setting for your rehearsal dinner or anniversary party. The adjacent trellis patio will be made available exclusively to your party upon reservation. This room will comfortably accommodate up to 50 guests.

### Additional Amenities

(Availability varies based on space reserved)

Digital Projector (\$35), Screen (\$30), High Speed Internet Access (No Charge), Cake Cutting (\$2 pp),  
Linen Rental & Set Up (\$200), Additional Hour (\$100), Wine Corking (\$8),  
City/State Tax 11.8%

I have read and agree to all of the above.\*

Signature: \_\_\_\_\_ Today's Date \_\_\_/\_\_\_/\_\_\_

Print Name \_\_\_\_\_ Manager's Initials \_\_\_\_\_

\*Terms and conditions are subject to change without notice. Contract void without a Neighbors Place manager's initials.