



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 is available for reservation on a first come-first served basis. Our Private Dining Room 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 understood 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.

****Any decoration provided by the booking party may be done during the reserved hours; decorations must be approved by management.**

****No outside food or drink is allowed without prior management approval.**

****The Neighbors Place holds no responsibility for any personal effects before, during or after your party (Initial ____)**

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.

Gratuity is not automatically added but is encouraged.

Standard gratuity for events is 18%.

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.