



## Private Dining Contract

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

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

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

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

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

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

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

### Booking

The Private Dining Room 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 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 \$300 ONLY in the case of cancellation less than 2 weeks from the scheduled date; otherwise it will not be charged.

\*Hanging decorations from the wall or ceiling is strictly prohibited.

\*Nothing shall be removed from walls or ceilings.

\*No outside food or beverages are allowed without 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 will 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.

### Table set up

There are five table layouts that are appropriate for the private dining room. These set ups were designed to allow the maximum amount of space for the desired number of people for your party. Any other set up cannot be guaranteed or granted. If there is an extra table needed, it is to be used from the outside. It must also be approved in order to allow for appropriate service.

### Additional Amenities

(Availability varies based on space reserved)

Digital Projector (\$35), Screen (\$30), Cake Cutting (\$2 pp), Linen Rental & Set Up (\$200), Additional Hour (\$100), Wine Corking (\$8)

Service Charge 18%

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.