



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 (circle): \$300 \$500 \$900

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 \$100 per extra hour. 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 or in case of any damages; 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 open flame or confetti is permitted

*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 reservation. The adjacent trellis patio will be made available exclusively to your party upon reservation. This room will comfortably accommodate up to 42 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. 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.

Food & Beverage Minimums

Lunch seven days a week \$300/Dinner Sunday-Thursday \$500/Dinner Friday & Saturday \$900 (Initial ____)

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 20% 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.