

John's Grill

Policies & Booking Contract



Please initial ALL 7 important banquet policies listed below and a full signature on the last page.

BOOKING DETAILS

In order to secure the booking of the restaurant for a specific date and time, John's Grill requires this contract to be reviewed, signed and returned with a nonrefundable deposit. The payment of this deposit is an agreement to meet our daily food and beverage minimums; see below for minimum amounts. Should you not meet this minimum, you will be charged the remaining difference to reach the appropriate amount. If no deposit has been paid toward an event and final details have not been confirmed prior to the booking deadline, John's Grill will consider the event canceled.

Due Dates: The final menu selections and guest count are due no later than 14 days prior to the event. All food charges will be based on the planned or actual guest count, whichever is higher. Once this due date has been reached, any changes to the event must be approved by the Event Manager.

Food & Beverage Minimums: There is \$3,000 minimum Tuesday through Thursday, and \$4,000 minimum Friday and Saturday. The minimum must be met before current local sales tax and gratuity is added. Once the appropriate minimum is met, the \$600 deposit will be applied as a credit onto the event final bill. Should you not meet the minimum, the host will be charged the remaining difference to reach the appropriate amount.

Initials: _____

Room Rental Specifications: Access to the room will begin 15 minutes prior to your rental start time. If additional time is needed to set up the room for your event, it must be purchased. Our setup is to be finished before access is granted. The originally contracted rental end time will not be automatically modified due to unforeseen circumstances delaying the start of your event. **Initials:** _____

Setup and Cleanup: John's Grill staff will complete our setup prior to the rental time and guest arrival. This setup includes placing tables, chairs, linens, glassware, and silverware. Staff members will also clean up these items after the event.

Decoration: Decorations beyond our basic room setup must be provided by the event host. If decorations peel paint or permanently damage walls, floor or any equipment in the restaurant, a damage fee will be charged to the event host at the end of the event. The setup and removal of these must also be completed by the event host during the contracted rental period. Please note that we do not allow confetti or glitter for the use of decoration. **Initials:** _____

FOOD

All food items will be ready to serve at their respective times, based on times provided by the event host. John's Grill is not responsible for the possibility of diminished food quality should the event host decide to delay service time or select an inadvisable service style. There is the possibility of a certain food item running out if everyone decides to order that meal. John's Grill is a small restaurant and there is limited stock of all items.

Initials: _____

All food items must be provided by John's Grill; no outside food will be permitted, except in the case of desserts. Outside desserts will be allowed with a small fee. Please inquire with the Event Manager.

Children's Meals - Restaurant Style: Children will eat from the chosen menu at adult pricing. Any exceptions must be approved by the Event Manager no later than 14 days prior to your event date.

ALCOHOL & BAR SERVICE

All beer, wine and champagne must be ordered and served by John's Grill staff. Should you choose to bring in your own bottle(s) of wine a corkage fee of \$20.00 per 750ml will apply. Should you choose to bring in your own bottle(s) of beer a corkage fee of \$10.00 per bottle will apply. John's Grill staff will still be responsible for opening and pouring any bottles of beer and wine.

Any John's Grill team member has the right to refuse service to guests who cannot provide proper identification or appear intoxicated. Please advise your guests that they may be asked to provide ID if they appear to be under the age of 30. John's Grill reserves the right to cease the service of alcohol due to underage drinking, disruptive behavior, or unsafe conduct, with no refund of deposit or money paid.

Our Washington State Liquor License absolutely does not allow any outside liquor on the premises. Any violation of this policy will result in immediate confiscation of the offending substance and the guest(s) in possession will be escorted off the premises. All bar service will be immediately terminated. **Initials:** _____

ADDITIONAL COSTS

Unpaid Tabs: Any additional tabs not settled by your guests at the end of the event will be billed to the event host or charged to the card on file. **Initials:** _____

Sales Tax: All food items, beverages, rental items, room charges and additional service fees are subject to current local sales tax. Tax rate is subject to change without notice, based on current Snohomish County regulations.

Gratuity: A 18% gratuity charge will be applied to all food and beverage items and will be clearly listed on the invoice. Any additional items (i.e., beer and wine) added during the event will also be subject to an automatic gratuity amount of 18% that will be reflected on all receipts at the end of the event.

Excessive Clean Up: An additional fee of \$75.00 minimum for any excess cleanup will be charged to the event host at the discretion of John's Grill staff. Examples include but are not limited to: use of confetti and/or glitter, excessive spills and cleanup of bodily fluids, broken glass or other harmful materials.

Damages: The event host will be responsible for any damages to the room, equipment or any other restaurant property that may occur during the event. The damages will be determined at the discretion of John's Grill and repair costs must be paid upon their completion.

Unforeseen Charges: Any charges that arise during the event must be settled at the end of the event; these fees will be communicated to the event host before incurring, whenever possible.

CANCELLATION POLICY

Client: The client may cancel the event with no penalty and fully refund the deposit with written notice at least 14 days prior to the event. For cancellations between 14 and 7 days prior to the event, the venue shall retain the full deposit but will work with the client to find another suitable date if the client elects to do so and apply the full deposit to the new date. Cancellation with less than 7 days written notice will result in forfeit of deposit.

Venue: If the venue is forced to cancel the event for any reason, a full refund of deposits paid will be supplied to the client within 5 business days. **Initials:** _____

ACTS OF GOD

The parties' performance under this agreement, in whole or in part, is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities or similar emergency beyond the parties' contract, making it impossible, illegal, or commercially inadvisable, or which materially affects a party's ability to perform its obligations under this contract. John's Grill is released of any liability under the aforementioned circumstances and will issue a refund of deposits or payments made.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Upon review and thorough understanding of the proposal and agreement to comply with the policies of John's Grill, please sign in acknowledgement below and return this document with your deposit.

Event Date: _____

Rental Window: _____ to _____

Estimated Guest Count: _____

Signature _____ Date _____

Printed Name _____

Phone #: _____

Email: _____