

CITY TABLE EVENT GUARANTEE

Deposits / Cancellations

To secure your event, a deposit and signed contract must be received. All deposits are non –refundable and an additional fee will apply for cancellations within **SEVEN** days of a **NON-PRIVATE EVENT** and **FOURTEEN** days of any **PRIVATE EVENT**. In the event of a Loft Buyout / or entire Dining and Bar Area Buy Out a minimum cancellation of 30 days is required.

Guarantee

The final guaranteed number of guests must be received by City Table via phone by **11 am three days prior to the event**, otherwise, the guest count listed on the signed contract will be the number you are charged for. You will be charged for the actual guest count in the case that it exceeds your guaranteed number, or you may be charged according to the sales minimum fee below .A minimal fee for food and alcohol in the Loft area at any time room is guaranteed private, is at peak times \$3000.00; Peak times are considered Friday – Sunday as well as Monday and Tuesday prior to 3pm when the building is ordinarily closed ;Non Peak times are Tuesday night , Wednesday daytime, and Thursday daytime ; the sales minimum for non-peak times are 1500.00 . City Table at the Farmers Market Restaurant reserves the right to charge by head count guarantee or sales minimum guarantee, whichever is greater. All bookings of the entire Loft also involve a \$200.00 non-refundable deposit and service fee.

Sales Minimums

Each event space is assigned a Sales Minimum based on day of week and time of day. The sales minimum represents the minimum dollars that must be spent for usage of the event space privately. If the sales minimum is not met, then a private space deposit and service fee will be added to the final bill payable by the reservee/hosts/or event coordinator. **In the event separate checks are issued and bills are left unpaid, the reservee (person booking the event) will be responsible for all bills unpaid, and the bills will need settled prior to the reservee exiting the building.**

Compliance with the Va. Dept. of A.B.C Board

Please remind all guests to bring necessary identification to comply with Va. Dept. of A.B.C. Regulations. A guest without a valid photo ID will not be served in compliance with the Va. Dept. of A.B.C. City Table reserves all rights not to serve, or cut off service to any patron or individual, that service initial or continued would not be in compliance with Va. Dpt. of A.B.C. Board Regulations.

Inclement weather / Restaurant Closure Clause

In the event the restaurant is closed for inclement weather or other circumstance no deposit fee will be charged and we will make every effort to reschedule your event. However, the restaurant will not be responsible for any loss the reservee encounters due to a date change. This applies to, but is not limited to, invitations, floral, cake, rental of equipment such as audio visual, photographers, videographers, or other event planning, or fuel/ delivery fees incurred by reservee or guests.

Room Rental Fee: _____ (If below Sales Minimum) _____ Reservee _____ Event Coordinator _____ Management Approval

Deposit by Credit Card # _____ **Exp.** _____ **CCV#** _____ **Billing Zip Code** _____

Date of Deposit _____ **Signature** _____

Signature of Reservee/Host/or Event Organizer: _____

Signature of City Table Manager/Host/ or Event Coordinator _____

City Table Staff Only Usage

Special Notes, Agreements, or Table and Chair Set up:
