

CITY TABLE PARTY AND EVENT CONTRACT

Date of Event: \_\_\_\_\_

Event Coordinator/Organizer or Host: \_\_\_\_\_

Event Coordinator /Organizer or Host Corporate Contact Information:  
\_\_\_\_\_

Telephone Day and Evening with area code:  
\_\_\_\_\_

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

Address: \_\_\_\_\_

Name of Party Reservation: \_\_\_\_\_

Type of Event or celebration: \_\_\_\_\_

Expected # of Adult Guests for Event: \_\_\_\_\_

Expected # of Children Guests for Event \_\_\_\_\_

Will the Event have any guests under 21 present? \_\_\_\_\_

R.S.V.P. Final Number of guests by 11am three days prior to event: \_\_\_\_\_

Package selection: \_\_\_\_\_

Appetizer Selections or Passed Hors d'oeuvres Selection(s):  
\_\_\_\_\_  
\_\_\_\_\_

Soup and Salad Selection(s): \_\_\_\_\_

Entrée Selection(s): \_\_\_\_\_  
\_\_\_\_\_

Dessert Selection(s): \_\_\_\_\_

Buffet  
Selections: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At \$ \_\_\_\_\_ per each guest. Children 6- 10 are half price \$ \_\_\_\_\_ and Children under 6 are  
Free of charge. Minimum number of guests for a buffet are 35 Adults and up.

If only Table Service (Bottled Wines) will be selected for tables ...What are the wines selected?  
\_\_\_\_\_

Are bottles to be restocked as used or emptied on  
the tables? YES \_\_\_\_\_ NO \_\_\_\_\_ Only if a guest asks for bottle replacement \_\_\_\_\_

Bar Service Selection: \_\_\_\_\_

Is bar service requested to be private Loft or Main Bar: \_\_\_\_ Loft \_\_\_\_ Main Bar

Hours of Bar Service Requested? \_\_\_\_\_

Is this a private request for Bar Service with additional Set up fees required? \_\_\_\_\_?

Please see bar Service private area's additional fees, charges, and requirements to book private bar service. All deposits and fees are non-refundable. The non-refundable fee for this booking is:

\_\_\_\_\_

Special Requests or Needs for Event: ex. Wheelchair access (Only offered on Main Floor), or High Chairs requested:

\_\_\_\_\_

*Event Organizer or Host agrees that no guest(s) attending a LOFT LEVEL event requires wheelchair access or has a mobility issue with stairs or is unable to walk up or down steps, or has any issue with stair climbing:*

\_\_\_\_\_

Signature of Host: \_\_\_\_\_

Signature of City Table Manager on Duty and Date of signature

\_\_\_\_\_

Cake Cut and Plate \$ 15 Fee for up to 20 guests; \$ 20 Fee for up to 30 guests; \$30 Fee for up to 50 guests and a \$40 fee for all guest counts above 50 guests: Yes \_\_\_ No \_\_\_ Number of guests \_\_\_\_\_

Beverage/ Bar Service Selected: \_\_\_\_\_ Is Bar Service Private? \_\_\_\_\_

Deposit is nonrefundable for private bar service, amount of nonrefundable deposit?

\_\_\_\_\_

Bar Bill Tab Covered by Reservee: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Credit Card on file? \_\_\_\_\_

Account Number \_\_\_\_\_ Exp date \_\_\_\_\_ CCV \_\_\_\_\_

Zip code of billing address \_\_\_\_\_

Name on Credit Card? \_\_\_\_\_

Separate Pay by Guests YES \_\_\_\_\_ NO \_\_\_\_\_ In the event of any walk outs or non-payments on separate checks the event organizer /hosts/or person initially booking the event guarantees to pay for the walk outs or non-paid bills or they will be charged to the credit card that was initially used to reserve the event; If that credit card is not valid at the time of the booking, the person booking or Guarantor will need to provide cash or another credit or debit card. City Table does not accept checks as forms of payments.

Person booking this event (Guarantor):

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

City Table Manager on Duty at time of Booking:

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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