

W/DEPOSIT AGREEMENT

CUSTOMER & EVENT INFORMATION

Customer Name: _____

Phone: _____

Email: _____

Event Date: _____

Event Time: _____

Final Guest Count: _____

Occasion: _____

Card on File: YES / NO

PRIVATE EVENT PRICING

EVENT	CATERING FOOD MINIMUM	BEVERAGE MINIMUM	PRIVATE EVENT + COORDINATION FEE
Tuesday-Friday Daytime 12-4 PM Up to 3 hours	\$700	-	\$300
Tuesday-Thursday Evening 5-10 PM Up to 4 hours	\$800	\$300	\$375
Friday-Sunday Evening 5-10 PM Up to 4 hours	\$900	\$300	\$450

CATERING ORDER	Qty	Unit Price	Total

PAID TO CONFIRM EVENT (IN FULL)

Catering Food Total	\$	_____
Private Event + Coordination Fee	\$	_____
Beverage Minimum (Evening Events)	\$	_____
Sales Tax	\$	_____
22% Food Gratuity	\$	_____
FINAL EVENT TOTAL (TOTAL DUE TO CONFIRM EVENT)	\$	_____

72-HOUR FINAL FOOD PAYMENT

Remaining Catering Food Balance	\$	_____
22% Food Gratuity	\$	_____
Sales Tax on Remaining Food Balance	\$	_____
TOTAL DUE 72 HOURS PRIOR	\$	_____

DAY-OF BEVERAGE CLOSEOUT

Total Day-of Beverage Charges	\$	_____
Additional Beverage Balance	\$	_____
22% Beverage Gratuity	\$	_____
FINAL BALANCE DUE	\$	_____

*Payments made by credit card are subject to an applicable credit card surcharge. The surcharge and total amount due will be disclosed prior to payment. NOT INCLUDED IN THE BREAKDOWN ABOVE.

RESERVATION & INITIAL PAYMENT

Private events require a minimum of 7 days' advance notice and are subject to availability. All private events are booked with Chrissy after the event inquiry.

To reserve the date, the following are due at booking: the Private Event + Coordination Fee in full, a 50% deposit toward the estimated catering food total, and the full applicable Beverage Minimum for evening events. Applicable sales tax on amounts collected at booking is also due at that time.

A valid credit card is kept securely on file for the event. The reservation is not considered confirmed until the required initial payment and signed agreement have been received.

FOOD, BEVERAGES & FINAL COUNT

Final guest count, catering selections, quantities, and approved additions or changes must be received at least 72 hours before the event. The remaining catering food balance, applicable sales tax on that remaining balance, and the 22% gratuity based on the final catering food total are due at that time. Requests made within 72 hours are subject to availability and cannot be guaranteed.

Food is selected from the current Catering Menu and served in larger-format portions. Food is presented buffet-style along the bar top or on designated tables, depending on the event setup. Buffet setups are limited to a maximum of four (4) hot chafing stands at one time due to the size and layout of the restaurant. Cold and room-temperature selections may be displayed separately. Certain menu items may share a chafing stand when appropriate. Serving utensils are provided for guests to serve themselves. À la carte food ordering is not available for private events.

BEVERAGE MINIMUM

Evening private events require the beverage minimum listed on Page 1. The beverage minimum is prepaid at the time of booking and is applied toward beverages ordered during the event. If beverage purchases exceed the prepaid minimum, the additional beverage balance is due at the conclusion of the event. Any unused portion of the beverage minimum is non-refundable and may not be applied toward food, gratuity, fees, or other charges. Daytime private events do not require a beverage minimum.

GRATUITY & TAX

A 22% gratuity is applied to all food and beverage charges. The gratuity on the final catering food total is collected with the remaining catering balance at least 72 hours prior to the event. Beverage gratuity is calculated on the applicable beverage charges and settled at the conclusion of the event. Applicable sales tax is added as required. The Private Event + Coordination Fee is excluded from the 22% gratuity calculation. Additional gratuity is optional and always appreciated.

CREDIT CARD PROCESSING FEE

Payments made by credit card are subject to an **applicable credit card surcharge**. The surcharge and total amount due will be disclosed on the Clover invoice prior to payment

DAYTIME PRIVATE EVENTS

Daytime private events are available Tuesday-Friday for up to three (3) hours within the 12:00 PM-4:00 PM event window. The daytime rate includes a \$700 catering food minimum plus a \$300 Private Event + Coordination Fee. Additional time within the 12:00 PM-4:00 PM event window may be requested in advance at \$100 per additional 30 minutes, subject to restaurant and staff availability. Events may not extend beyond 4:00 PM without prior approval.

EVENING EVENT OVERTIME

Evening private events are available within the 5:00 PM-10:00 PM event window for up to four (4) hours. The contracted start and end times are selected at booking and must fall within the applicable event window. Additional time may be requested in advance and is subject to restaurant and staff availability. Additional time is charged at \$150 for up to 30 additional minutes or \$250 for up to one additional hour. Events may not extend beyond 10:00 PM without prior approval.

STAFFING & EVENT SERVICE

The Private Event + Coordination Fee includes one (1) to two (2) Front of House team members, based on final guest count and service needs. Underhill Brooklyn Grill determines appropriate staffing levels. Staff will set up and maintain the buffet area, assist with guest needs, and provide à la carte beverage service throughout the event. The buffet is self-service; Front of House staff do not individually serve or plate food from the buffet.

FINAL FOOD ORDERS

All catering selections and quantities must be finalized at least 72 hours prior to the event. Requests for additions or changes made within 72 hours are subject to availability and cannot be guaranteed. No additional food orders may be placed once the private event has begun. Please plan catering quantities accordingly.

CUSTOMER ACKNOWLEDGMENT

By signing below, the customer acknowledges and agrees to the pricing, payment terms, food minimums, beverage minimums (when applicable), event timeframe, gratuity, and policies stated in this agreement.

CANCELLATION & REFUND POLICY

The Private Event + Coordination Fee is non-refundable.
Cancellations made 7 or more days prior to the event will receive a full refund of the catering food deposit and prepaid Beverage Minimum.
Cancellations made less than 7 days but more than 72 hours prior to the event will receive a 50% refund of the catering food deposit and prepaid Beverage Minimum.
Cancellations made within 72 hours of the event are non-refundable. At that time, the final catering order is considered confirmed and any remaining catering food balance due under this Agreement remains payable.
If Underhill Brooklyn Grill is unable to host the event due to circumstances within the restaurant's control, all payments made toward the event will be refunded.

CANCELLATION DEADLINES

Event Date: _____
Last Day for Full Eligible Refund: _____
Last Day for 50% Eligible Refund: _____
Non-Refundable Beginning: _____

Customer Signature: _____	Date: _____
Underhill Representative: _____	Date: _____