

UNDERHILL BROOKLYN GRILL

CUSTOMER & EVENT INFORMATION

Customer Name: _____

Phone: _____

Email: _____

Event Date: _____

Event Time: _____

Final Guest Count: _____

Occasion: _____

Card on File: YES / NO

PRIVATE EVENT PRICING

Event Day / Time	Catering Food Minimum	Private Event + Coordination Fee
Tuesday-Friday - 12-4 PM - Up to 3 Hours	\$650	\$250
Tuesday-Thursday - 5-10 PM	\$1,250	\$500
Friday-Sunday - 5-10 PM	\$1,400	\$750

CATERING ORDER

[illegible]

Catering Food Total	\$
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Private Event + Coordination Fee Initial	\$
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Payment / Deposit	\$
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Sales Tax Collected at Booking	\$	
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3% Card Fee at Booking	\$	
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72-Hour Balance	\$	
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22% Food Gratuity	\$	
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	\$	
Sales Tax on Remaining Food Balance	.	

	\$
3% Card Fee at 72-Hour Payment	

Day-of Beverage Charges \$ _____

22% Beverage Gratuity	\$
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Sales Tax on Beverages	\$	
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3% Card Fee on Day-of Payment \$ _____

FINAL EVENT TOTAL		\$ _____
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UNDERHILL BROOKLYN GRILL

RESERVATION & INITIAL PAYMENT

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

To reserve the date, the Private Event + Coordination Fee is due in full, together with a 50% deposit toward the estimated catering food total. Applicable sales tax on the food deposit and Private Event + Coordination Fee is collected at the time of booking. A valid credit card is kept securely on file for the event.

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. Hot items may be placed on warming equipment as appropriate, while cold and room-temperature items are presented separately. Serving utensils are provided for guests to serve themselves. À la carte food ordering is not available for private events. Beverages may be ordered à la carte and are charged separately.

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.

À la carte beverages ordered during the event are charged separately, with applicable sales tax and a 22% gratuity added to those beverage charges at the conclusion of the event.

The Private Event + Coordination Fee is excluded from the 22% gratuity calculation. Applicable sales tax is collected as taxable charges are paid. Any additional gratuity is optional and always appreciated.

CREDIT CARD PROCESSING FEE

Payments made by credit card are subject to a 3% credit card processing fee. This fee is calculated on the amount paid by credit card and is separate from applicable sales tax and gratuity.

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 is a \$650 catering food minimum plus a \$150 Private Event + Coordination Fee. Additional time within the 12-4 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 scheduled through 10:00 PM. If an event extends beyond the contracted end time, an overtime fee of \$150 for up to 30 additional minutes or \$250 for up to one additional hour will apply. Additional time beyond the first hour is charged at \$250 per hour and is subject to staff and restaurant availability.

STAFFING & EVENT SERVICE

Private Event + Coordination Fees include one (1) to two (2) Front of House team members, based on final guest count and service needs. Staff will set up and maintain the buffet area, assist with guest needs, and provide a 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. Staffing levels are determined by Underhill Brooklyn Grill.

FINAL FOOD ORDERS

All catering selections and quantities must be finalized 72 hours prior to the event. 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, event timeframe, gratuity, and policies stated in this agreement.

CANCELLATION & REFUND POLICY

The Private Event + Coordination Fee is non-refundable. Cancellations made at least 7 days prior to the event will receive a refund of the catering food deposit. Cancellations made less than 7 days prior to the event will forfeit the 50% catering food deposit. Cancellations made within 72 hours of the event, after the final catering order has been confirmed, are responsible for the full catering food balance. 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.

Customer Signature: _____

Date: _____

Underhill Representative: _____

Date: _____

PAYMENT BREAKDOWN EXAMPLE

Example — \$650 Catering Food Total + \$250 Private Event + Coordination Fee

AT BOOKING

\$325 — 50% Catering Food Deposit

\$250 — Private Event + Coordination Fee

- Applicable sales tax on \$575
 - 3% credit card processing fee on the applicable credit card payment
- = Initial Payment

AT LEAST 72 HOURS BEFORE EVENT

\$325 — Remaining Catering Food Balance

\$143 — 22% Gratuity on the \$650 final catering food total

- Applicable sales tax on the remaining \$325 food balance
 - 3% credit card processing fee on the applicable credit card payment
- = Pre-Event Balance

DAY OF EVENT

À la carte beverage charges

- Applicable sales tax on beverage charges
- 22% gratuity on beverage charges
- 3% credit card processing fee on the applicable credit card payment

= Final Day-of Charges