

Private Dining Contract

1. **Cancellations:** For all cancellations of events, the deposit is forfeited.
2. **Menu Selections:** For all functions, The Village Pub must have your selected menu seven (7) days prior to the function date. The Village Pub reserves the right to substitute an entree of equal or greater value at the client's expense if the guest number increases. The Village Pub will charge for the guaranteed number of guests, or the total number served, whichever is greater. Our private dining menu offers pre-set dining options from which you can choose the designated number of items from each course.
5. **Guest Guarantee:** For all functions, The Village Pub must have a guest number confirmation seven days (7) prior to function date. The Village Pub will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within seven days (7) prior to the function date, The Village Pub will consider the original expected guest number on page three (3) of this contract as the final guest count.
6. **Food and Beverage:** All food and beverages must be purchased and prepared through The Village Pub with the only exception of birthday and or wedding cakes.
7. **Final Payment:** Final payment for the function must be made at the competition of the function. Payment can be made by cash, debit or credit card. We accept all major credit cards. Visa and or Amex gift cards are not accepted as payment for dining.
8. **Tax and Gratuity:** a 20% service fee and 6.625% New Jersey sales tax are added to all private dining functions.
9. **Media:** We welcome your screen projectors, video presentations, microphones, or p.a. systems to make your event more effective. We ask that you obtain management approval prior to the event.
10. **Entertainment:** No loud entertainment of any kind will be permitted to be brought into The Village Pub by the client or his/her guests or invitees without prior written consent of The Village Pub management. DJs and loud bands are not permitted.
11. **Quality Standards:** The Village Pub reserves the the right to enforce its quality standards, concerning dress and decorum, at all functions. The Village Pub reserves the right to refuse serving any person who in the judgement of its management is under the influence of alcohol or any controlled substances, or to request that such a person leave the premises. The Village Pub reserves the right to ask for proper identification prior to serving any alcoholic beverages to any person requesting such service. The Village Pub reserves the right to close the bar before the designated ending time should we dee, it necessary.
12. **Decorations:** Decorations must be approved by The Village Pub management. All display exhibits and decorations must conform to fire and safety codes. The client is responsible for taking down all approved decorations before leaving. Confetti is not permitted. If confetti is brought in, an additional \$150.00 clean up fee will be charged.

Please send this page to mail@thevillagepubnj.com



Private Dining Contract

Today's Date: _____

Type Of Event: _____

Date Of Event: _____

Arrival Time: _____

Guest Count Estimate: _____

Client/Contact Person: _____

Phone Number: _____

Email Address: _____

\$200.00 Deposit Required

Payment Options: Check _____ Cash _____

__Mastecard __Visa __Discover

Credit Card Number: _____

Name as Appears on the card: _____

Security Code: _____ Exp. Date: _____

I hereby authorize The Village Pub to debit the above credit card in the amount of two hundred dollars (\$200.00) to be applied as a security deposit for the above reservation.

Signature

Date

This contract is made in the state of NJ and shall be constructed and enforced in accordance with the laws of such state. This private dining contract constitutes the entire agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Client and The Village Pub. "The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and; the preceding page by signing and dating below the undersigned accepts this contract and agrees to comply with same."

Signature

Date