

Ophelia's Private Dining Room Information & Rental Contract

Event Terms:

\$150 deposit that is refundable up to 2 weeks prior. If within 2 weeks, deposit is non refundable.

\$1,800 food and beverage minimum plus gratuity, tax and house fees for a 3 hour booking. Additional fees will be added for any events that surpass the allotted time.

Capacity: Our private dining upstairs room seats 30 people. This is a strict capacity to meet fire safety laws. Any additional guests above 30 will not be permitted upstairs.

The room can be configured in a variety of ways, including: 2 or 3 long tables, groupings of 4 or 6, a T shape, horseshoe, circle, etc...

Menu:

All food and beverage must be prepared by Ophelia's. There is an exception for dessert brought in for special events. If a dessert is brought into our private dining room, there is a \$10 flat fee plus \$0.50 per person fee for cutting and plating. Our regular menu is used in the private dining room. Please note that your finalized menu and enhancements must be emailed to us at least 48 hours prior to your event.

Minimum Food and Beverage Guaranty:

The minimums listed are neither a pricing structure nor do they affect the menu costs; they are simply an amount you agree to spend on food and drink in exchange for the use of the private room. **Please note that tax, gratuity, and house fee do not apply toward the minimum.**

Payment Policy:

A \$150.00 credit card deposit is required to hold the room. It is charged at the time of booking and deducted from the event bill, unless there is a cancellation issue or damage done to the room. To ensure quality service for you and your guests, all food and beverage is on one tab and final payment must be paid in full with no more than 4 combinations of cash/credit cards. Please note that exceptions may be possible depending on your menu choices. We accept Visa, MasterCard, Discover, and American Express.

Gratuity:

20% on total bill

Decorations:

Decorations must conform to fire and safety codes. Please take any decorations with you when you leave. All decorations must be down and removed by end of event time. No confetti, please.

Cancellations: For a full refund of your deposit, cancellations must be submitted via regular post or email to a manager of Ophelia's in writing at least 15 days prior to your event.

Cancellations within 14 days of your event forfeit deposit. Cancellation within 7 days of your event will result in the full charge of the minimum food and beverage guarantee. If we are able

to re-rent the space, we will return the difference between the guaranteed minimum and the deposit to you. You must receive a return email or call confirming cancellation. Thank you for your understanding.

Event Details: Please provide as much information as possible to best accommodate your guests.

Please select your preferred seating time:

- Early Brunch 9am - 12pm**
- Late Brunch 12pm - 3pm**
- Entire Brunch 9am - 3pm**
- Mid Day 2:30pm - 5:30pm**
- Early Dinner 3pm - 6pm**
- Dinner 5pm - 8pm**
- Dinner 6pm - 9pm**
- Special Request: _____ - _____**

***Saturday & Sunday Brunch availability Early or Late Brunch ONLY. \$1,800 food and beverage minimum plus gratuity, tax and house fees for a 3 hour booking. Additional fees will be added for any events that surpass the allotted time.**

***Food and beverage minimums are flexible outside of Saturday & Sunday brunch hours.**

***NO food or beverage minimum weekday evenings**

I would like more information regarding these enhancements:

- Flowers**
- Dessert Options**
- Linen Options**

Music Preference:

- I would like to bring my own source of music**
- I would like to use the provided receiver for my personal I-Pod/I-Phone**
- I would like to use Ophelia's house playlist**
- No Music**

Table Arrangement Preference:

- Long tables (size dependent on number of guests)**
- Groupings (tables of 4-8 guests)**
- Other, please specify:**

Food Preference:

- I know what I want! I'm ready to pre-order off the menu
- I would like additional information emailed regarding ordering options
- I would like the full menu

Preference:

- "Family-Style"
- Buffet
- Other, please specify:

Beverage Preference:

- Open Bar (All beverages on one tab)
- Drink Tickets
- House Variety (Includes Liquor, House Red/White Wine, and Select Beer)
- Bottles and/or Carafes of Wine on the Tables
- N/A Beverages Only
- Water Only
- Other, please specify

PRIVATE DINING ROOM CREDIT CARD AUTHORIZATION FORM

TODAY'S DATE: _____
DATE OF EVENT: _____
ARRIVAL TIME: _____
TYPE OF EVENT: _____
ESTIMATED GUEST COUNT: _____
CLIENT/CONTACT PERSON: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____

\$150 CREDIT CARD DEPOSIT REQUIRED:

- MasterCard
- Visa
- American
- Express
- Discover

CREDIT CARD NUMBER: _____

NAME AS IT APPEARS ON CREDIT CARD: _____

EXPIRATION DATE: _____

SIGNATURE: _____

This contract is made in the State of Indiana and shall be construed and enforced in accordance with the laws of such State. This Private Dining Room Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and Ophelia's LLC. "The undersigned acknowledges that he/she has read and understands the Private Dining Room Contract including this page and the preceding four pages by signing and dating below the undersigned accepts this contract and agrees to comply with same."

SIGNATURE: _____

DATE: _____