

# Catfish Sam's Banquet Room Rental Agreement

This Banquet Room Rental Agreement is entered into between **Catfish Sam's** and the undersigned customer. By reserving the banquet room, Renter agrees to all terms and conditions below.

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## 1. Rental Fee & Deposit

- The banquet room rental rate is **\$75 per hour**.
  - The **first hour is required as a deposit** to reserve the room and is **non-refundable**.
  - Rental time begins at the **scheduled start time**, not when guests arrive.
  - Any additional time used will be charged at **\$75 per hour**, billed at the conclusion of the event.
  - Overtime may be charged in **30-minute increments** at management's discretion.
  - Rental charges may be split among multiple checks or placed on one check at the party's discretion.
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## 2. Party Arrival Policy

- **All members of the party must be present to be seated. No exceptions.**
  - Revolving, staggered, or partial arrivals are not permitted.
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## 3. Guaranteed Guest Count & No-Show Fee

- The guest count provided at booking is considered the **guaranteed minimum**.
  - **A \$10 fee will be charged for each guest who does not attend.**
  - Example: If 20 guests are reserved and only 15 attend, a \$50 fee will be applied.
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## 4. Credit Card Authorization

- A valid credit card is required on file to secure all banquet room reservations.
  - The card on file may be charged for rental fees, no-show fees, overtime, gratuity, cleanup, or damages in accordance with this Agreement.
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## 5. Gratuity & Service Charge

- An **automatic gratuity of 20%** will be added to all food and beverage charges for banquet room events.
  - Gratuity is distributed to service staff and is not discretionary.
  - Additional gratuity may be added at the Renter's discretion.
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## 6. Outside Food & Beverage Policy

- No outside food or beverages are permitted except for **cake only**, which must be approved in advance by management.
  - If approved, all outside items must comply with applicable **health department regulations**.
  - Only cake is permitted; no other outside food or beverages are allowed.
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## 7. Decorations, Cleanup & Damage

- Decorations must be **freestanding only**.
  - No tape, nails, tacks, adhesives, confetti, glitter, or wall/furniture attachments are permitted.
  - Excessive mess, unauthorized decorations, or damage to property may result in **additional cleanup or repair fees**.
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## 8. Conduct & Noise

- Disorderly conduct, excessive noise, or failure to follow staff instructions may result in **early termination of the event without refund**.
  - Catfish Sam's reserves the right to remove any guest for disruptive behavior.
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## 9. Cancellation Policy

- Cancellations must be made at least **48 hours prior** to the scheduled event.
  - The deposit is non-refundable but **may be applied to a future booking at management's discretion**.
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## 10. Right to Refuse Service

- If any terms of this Agreement are violated, **Catfish Sam's reserves the right to refuse or terminate the reservation and retain the deposit**.
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## 11. Management Authority

- Management has final authority over all banquet room matters not expressly covered in this Agreement.
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## Acknowledgment & Signature

I have read, understand, and agree to all terms of this Banquet Room Rental Agreement.

**Renter Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Event Date:** \_\_\_\_\_

**Scheduled Time:** \_\_\_\_\_

**Guaranteed Guest Count:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Catfish Sam's – Management Approval**

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_