PRIVATE PARTY AGREEMENT
Smoke and Joe Cigar Lounge

29850 North Tatum Blvd., #115, Cave Creek, AZ 85331 | 480-563-8543

Thank you for choosing Smoke and Joe Cigar Lounge for your private event. This agreement outlines our two private rental options, included event credit, and reservation terms. Please complete all sections below.

TWO RENTAL OPTIONS

OPTION 1 - BACK ROOM ONLY - MAXIMUM 15 PEOPLE - 4 HOURS

Rental Price	$1,635 credit/debit | $1,500 cash/check
Included Event Credit	Up to $1,500 toward cigars and beverages enjoyed on-site during the event
Space	Back room only; main lounge remains open to the public
Capacity	Maximum 15 people

How the credit works: Cigars and beverages selected by your guests are applied toward the included $1,500 event credit. If event purchases exceed $1,500, the overage is due from the responsible party before departure. If event purchases are less than $1,500, there is no refund; the unused portion is retained as payment for the private room, service, and cleanup.

OPTION 2 - ENTIRE LOUNGE PRIVATE BUYOUT - 4 HOURS

Rental Price	$4,635 credit/debit | $4,500 cash/check
Included Event Credit	Up to $4,500 toward cigars and beverages enjoyed on-site during the event
Space	Entire lounge reserved for your group; no lounge seating for walk-in guests during the reserved window
Guest List	No stated headcount limit; client controls the guest list

How the credit works: Cigars and beverages selected by your guests are applied toward the included $4,500 event credit. If event purchases exceed $4,500, the overage is due from the responsible party before departure. If event purchases are less than $4,500, there is no refund; the unused portion is retained as payment for the private buyout, service, and cleanup.

EVENT HOURS

- **All rentals include 4 hours of private event time.**
- Earliest Start: 12:00 PM (Noon)
- Latest Start: 4:00 PM Monday-Saturday | 1:00 PM Sunday
- Additional Time: $200 per hour for each hour added beyond the included 4-hour rental
- Latest End Time: 2:00 AM
- Additional-hour fees extend the private rental time only and do not increase the included cigar & beverage credit.

EVENT DETAILS - PLEASE COMPLETE

Rental Option: ☐ Back Room ☐ Entire Lounge **Event Date:** _____

Start Time: _____ **End Time:** _____

Additional Hours: ☐ No ☐ Yes How many? _____ **Extra Hour Total:** $_____

TERMS FOR BOTH RENTALS

• **Food & Beverages:** Parties may bring outside food. No outside beverages are permitted. Tables may be available for food setup.

• **Cigars:** No outside cigars are permitted. Included event credit applies only to cigars and beverages enjoyed on-site during the event.

• **Retail Merchandise:** Accessories, humidors, cutters, lighters, ashtrays, apparel, and other retail merchandise are not included in event credit. Guests wishing to purchase these items may do so individually as separate retail purchases.

• **Payment:** Full payment and this completed agreement are required a minimum of 30 days before the event. Payments are non-refundable. One payment and one receipt will be issued for the private rental. Checks must clear at least 30 days before the event.

• **Reservation:** A requested date is not confirmed until Smoke and Joe has received the signed agreement and required payment. For checks, the reservation is confirmed after the check clears.

• **Age:** All guests must be 21 or older.

• **Public To-Go Sales:** Due to Arizona liquor licensing requirements, Smoke and Joe must remain open to the public for to-go purchases during an entire-lounge private buyout. Walk-in guests may make to-go purchases only and will not have access to lounge seating during the private rental window.

• **Credit / Debit Card Required:** The responsible party must provide a valid credit or debit card at the beginning of the event. Smoke and Joe will hold the card for the duration of the event as security for any event overages, damage, breakage, extraordinary cleanup, or other additional charges due under this agreement. At the conclusion of the event, any additional charges may be paid in cash or charged to the card provided.

• **Damage / Breakage / Extraordinary Cleanup:** The responsible party is responsible for damage caused by the group and cleanup beyond ordinary use. Broken or missing glassware is $10 per glass. After all guests have departed, Smoke and Joe and the responsible party will assess the event space. Any additional cleaning, repair, or replacement charges will be reasonably assessed and charged to the responsible party.

• **Responsible Party:** The responsible party must remain on-site until all guests have departed and the final event assessment is complete.

PAYMENT METHOD

☐ Cash ☐ Check # _____ ☐ Credit Card ☐ Debit Card

Total Amount Paid: $_____ **Date Paid:** _____ **Receipt #:** _____

RESPONSIBLE PARTY / CLIENT INFORMATION

Printed Name: _____ **Phone:** _____

Company / Group: _____ **Email:** _____

Address: _____

City / State / ZIP: _____

AGREEMENT & SIGNATURE

By signing below, I acknowledge that I have read, understand, and agree to the terms of this agreement, including payment and cancellation terms, event-hour restrictions, food/beverage and cigar policies, responsibility for event overages and damage, and payment of any additional charges due at the conclusion of the event.

Client Signature: _____ **Date:** _____

Printed Name: _____

Smoke and Joe Representative: _____ **Date:** _____

Representative Printed Name: _____