



Private Party Agreement at 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 and the terms for your reservation. Please complete all sections below.

TWO RENTAL OPTIONS

OPTION 1 — BACK ROOM ONLY — MAXIMUM 15 PEOPLE — 4 HOUR WINDOW

Standard: \$1,635 — Credit/Debit **Cash/Check Discount: \$1,500**

- Total rental is \$1,500 cash/check discount for a 4-hour private rental. **Your group receives up to \$1,500 toward cigars & beverages.**
- Back room only — main lounge stays open to public.
- Maximum 15 people.
- **All cigars and all beverages selected by your guests during your event are covered by your total, no matter the quantity.**
- If your guests select more than \$1,500 in cigars & beverages, any overage is due from the responsible party listed below prior to departure.
- If your guests select less than \$1,500, there is no refund — remainder covers your private room rental, service & cleanup.

OPTION 2 — ENTIRE LOUNGE — PRIVATE — WHOLE LOUNGE RENTAL — 4 HOUR WINDOW

Standard: \$4,635 — Credit/Debit **Cash/Check Discount: \$4,500**

- Total rental is \$4,500 cash/check discount for a 4-hour private rental. **Your group receives up to \$4,500 toward cigars & beverages.**
- You rent the entire lounge — private for your group for your reserved 4-hour window — you control your guest list.
- **All cigars and all beverages selected by your guests during your event are covered by your total, no matter the quantity.**
- No headcount limit — your prepaid rental covers your group for the 4 hours you reserved.
- You may bring tables and chairs.
- If your guests select more than \$4,500 in cigars & beverages, any overage is due from the responsible party listed below prior to departure.
- If your guests select less than \$4,500, there is no refund — remainder covers your private rental of the entire lounge, service & cleanup.
- If paying by check, you will be notified once the check clears.

EVENT DETAILS — PLEASE COMPLETE

Rental Option Selected: ☐ Option 1 — Back Room (\$1,500) ☐ Option 2 — Entire Lounge (\$4,500)

Desired Event Date:

Day of Week:

Desired Start Time: (4 hr block)

Desired End Time:

Hours Reminder: No events before 12PM. No event past 2AM. **Mon-Sat:** Start no later than 4PM (ends 8PM). **Sunday:** Start no later than 1PM (ends 5PM). Each additional hour is \$200.

Additional Hours Requested: ☐ No ☐ Yes — How many? _____ Extra Hour Total: \$ _____

Note: Additional hour fees are for extended private room use only and do not count toward cigar & beverage credit.

TERMS FOR BOTH RENTALS

- **Food & Tables:** Parties may bring food — no outside beverages. Tables will be available if needed for food.
- **What Is Included:** Cigars & beverages on-site only — Accessories, humidors, cutters, lighters, ashtrays, apparel, and other retail merchandise not included.
- **Payment Terms:** All payments must be made a minimum of 30 days prior — non-refundable — one payment — one receipt. This completed form must be returned with payment. Checks must clear at least 30 days prior to event.
- **Policies & AZ Law Notice:** As required by law we remain open to public for to-go purchases only. For Whole Lounge Rental only — no seating for walk-ins. No outside cigars — Start/end time required — 21+ only.

PAYMENT METHOD

☐ Cash ☐ Check (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 I have read, understand, and agree to all terms above, including payment terms, hour restrictions, food/beverage policies, and that my rental credit applies to cigars & beverages on-site only with no refund for unused portion.

X _____	
Client Signature	Date

Printed Name: _____

X _____	
Smoke and Joe Representative Signature	Date

Representative Printed Name: _____