

Bitter Bistro Bar & Restaurant Event and Party Contract

Event Space Rental Agreement

This Event Space Rental Agreement ("Agreement") is entered into on this ____ day of _____, 20__, by and between Bitter Bistro Bar & Restaurant, located at Zogu 1 Blvd, Tirana, Albania ("Venue"), and [Guest or Organization _____] ("Client"), located at _____. NIPT if applicable _____.

1. Event Details

Date of Event: _____

Start Time: _____

End Time: _____

Type of Event: _____

Expected Number of Guests: _____

2. Selected Options and Services

The Client agrees to book the following options, packages, and services:

- Base Rental: 9am-12am For Event space only. For **Events booked with meal and drink packages there is no charge for the space.**
 - ☐ Weekday Rental (1 hours): 6000ALL
 - ☐ Weekday Rental (4 hours): 20,000ALL
 - ☐ Weekday Rental (8 hours): 40,000ALL
 - ☐ Weekend Rental (1 hours): 7500ALL
 - ☐ Weekend Rental (4 hours): 25,000ALL
 - ☐ Weekend Rental (8 hours): 50,000ALL
 - ☐ Additional Hours: _____ 5000ALL/hour (Weekdays), €60/hour (Weekends)
 - **NO OUTSIDE FOOD OR DRINKS ALLOWED** _____ Initial
- Add-Ons:
 - ☐ Expanded Stage Setup: 2,500ALL (Adds an additional 6 SqM to existing stage)
 - ☐ Advanced AV System: (Audio, Microphones, Smart TV, Projector) 5000ALL
 - ☐ High Tables w/ table cloths 1000ALL each (10 table minimum)
 - ☐ Professional DJ: (3 hours) 25,000ALL
 - ☐ Private Trivia Event: (3 hours) 15,000ALL

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- ☐ Private Karaoke Setup w/ Host for 3 hours: 10,000ALL (2,500ALL each additional hour)
- ☐ Private Music or Classic Bingo event/ fundraising w/ Host for 3 hours: 15,000ALL
- ☐ Live music (Band) 40,000-300,000ALL (3 hours, based on customer requests, artist availability and preferences)
- ☐ Event Coordination Service: 15,000ALL

3. Selected Meal Packages

- Meal Packages: (6 guest minimum) ***Halal, Vegetarian and Vegan options available.

- ☐ **Basic Package (1500ALL/person): 1 menu entree + dessert + cola**
- **Small group Package (1,800ALL/person): Buffet style w/ finger foods, or 3 course service (appetizer, main, dessert + drink (cola)**

Sample menu Finger Foods-Chicken wings, Sliders, Caprese skewers, mini spinach and artichoke dip, mixed salad, grilled veggie platters, bruschetta, (Substitutions/ changes available)

- ☐ **Friends and Family Party Package (2,500ALL/person): Buffet style w/ finger foods, or 4 course service (appetizer, salad, main, dessert + a drink of choice (Beer, wine, Prosecco)**

Sample Menu Finger Foods-Chicken wings, Sliders, Charcuterie Boards, Caprese skewers, mini spinach and artichoke dip, mixed salad, grilled veggie platters, Flatbreads (Substitutions/ changes available)

- ☐ **VIP Package (4,500ALL/person): Buffet style w/ finger foods, or 5 course service (appetizer, soup or salad, first dish, main, dessert + unlimited beer, wine, soda, water x 3 hours).**

Sample Menu Finger Foods-Chicken wings, Sliders, Mini-sandwiches, Charcuterie Boards, Caprese skewers, mini spinach and artichoke dip, vegetable croquettes, mixed salad, grilled veggie platters, bruschetta, Flatbreads (Substitutions/ changes available)

- ☐ **Children's Menu Add-On (1000ALL/person): Kid-friendly meal options. (Fries, Chicken Fingers, sausages, simple flatbreads + Bravo/Cola)**
- ☐ **Birthday VIP Package Includes one (1) Free bottle of Vodka, Gin, or Rum + Mixers with a selected food and beverage option.**
- ***** Custom Packages/ menus available based on guest requests. Price varies by menu choices, options and, availability.**

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• Fees, Deposits and, Tax

- ☐ Security Deposit: 20,000ALL (refundable or applied to bill as preferred).
- ☐ Late-Night Surcharge (10,000ALL/hour for events past 12:00 AM)._____Initial
- ☐ 20% VAT will be added to total bill_____Initial
- ☐ 10% Service and gratuity fee added to final bill_____Initials

4. Payment Schedule

1. Deposit: _____ALL (50% of contract total) due upon signing.
2. Balance: _____ALL due day of event upon conclusion + any additional requests not covered by this agreement (ie. Additional participants, food, drinks, services, etc.). NIPT payments must be received no later than 1 day prior to the event. Cash or card payments can be made at event closing.
3. No reservation will be confirmed until deposit is received. _____Initials
4. Payments Accepted: Cash, Credit Card or, NIPT Bank Transfer.

Options Selected

- 1_____
- 2_____
- 3_____
- 4_____
- 5_____
- 6_____
- 7_____

Contract Invoice Total_____

20% VAT_____

10% Service fee_____

Total due:_____

Deposit:_____

Balance Due:_____

5. Refund and Cancellation Policy

1. Cancellations by Guest:

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- - 100% refund of deposit for cancellations made at least 7 days before the event.
- - 50% refund of deposit for cancellations made between 6 and 3 days before the event.
- - No refund for cancellations made within 2 days of the event.

2. Cancellations by Venue:

- - Full refund if the Venue cancels the booking.

3. Security Deposit Refund:

- - Refund processed or applied to bill post-event, provided no damage or excessive cleaning is required.
- Guest Signature acknowledging refund and cancellation policy_____

6. Obligations

• Client Obligations:

- ☐ Ensure all guests comply with Venue policies._____Initials
- ☐ Ensure all guests arrive within a reasonable timeframe to ensure smooth and timely food and drink service per event timelines._____Initials
- ☐ Provide final guest count at least 2 days prior to event. While all efforts will be made to accommodate last minute guests, we cannot guarantee enough food will be available for un-announced guests_____Initials
- ☐ Remove decorations and personal belongings by the event's end._____Initials
- ☐ Cover costs for any damage caused by guests._____Initials
- ☐ Responsible for any fines levied towards venue for noise and after hours (after 12 am) violations._____Initials
- ☐ No outside food or drinks permitted without prior written agreement with venue. ._____Initials
- ☐ Outside beverages will be charged a corkage fee of 5000ALL per 700ml bottle._____Initials

• Venue Obligations:

- ☐ Provide the space, meals, drinks and selected options at the time and in the manner prescribed by Guest.
- ☐ Ensure sufficient staffing for service, setup and teardown.
- ☐ Adhere to health and safety regulations during the event.

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7. General Terms

1. This Agreement is governed by the laws of Albania.
2. Amendments must be in writing and signed by both parties.

8. Signatures

By signing below, both parties confirm their agreement to the terms listed above.

****Bitter Bistro Bar & Restaurant****

Name: _____

Signature: _____

Date: _____

****Client****

Name: _____

Organization: _____

NIPT if applicable: _____

Phone Number: _____

Signature: _____

Date: _____