***Tiff N Jay’s***

Event Space Guidelines & Contract

**THIS CONTRACT IS BINDING AND ACKNOWLED WITH THE RECIEPT OF DEPOSIT**

**AVALIBILITY:**

**Mornings: 11am-5pm (All Week)**

**Evenings: 6pm-12am (Friday/Saturday) OR 6pm-11pm (Sunday-Thursday) unless arrangements made with Jay**

**$100 DEPOSIT:**

\*Refundable as long as the following terms and conditions are met\*

**$500 TOTAL MINIMUM SALES:**

**20% Gratuity will be added to the main tab**

**$200 MINIMUM BUFFET MENU: Food is served buffet style only**

**\*The event space is free of charge but does require a Minimum Sales of**

**$500 for food and drinks**

\*This can be obtained from the combination of the buffet food and the beverages purchased by your guest

**\*Food is served buffet style and only from the Tiff N Jays Event Space Menu**

**\*Menus AND headcount must be turned in TWO WEEKS prior to event**

**NO OUTSIDE FOOD** \*We can accommodate any dietary restrictions

**\*Store bought cupcakes, cakes, cookies are allowed\***

\*60 Day **cancellation/date change** notice is required\*

\*Feel free to decorate the Event Space however you wish!

**\*No glitter, Confetti/Confetti balloons - \* There will be a $200 charge to clean carpets if glitter/Confetti of any kind is used**

**DESTRUCTION OF PROPERTY:**

\*Children MUST to be accompanied by an **adult** at pool tables, there will be a $10/ball missing ball fee

\*DJ equipment and cords need to stay intact, any missing or damaged equipment will be charged accordingly

\*NO adhesive/nails that will damage walls, paint, or tables, any damage will be charged accordingly

**\*\* NO FIGHTING \*\* NO UNDERAGE DRINKING \*\* NO OUTSIDE ALCOHOL \*\***

**Violating Guests will be removed and/or party shut down immediately.**

**THANK YOU FOR CHOOSING TIFF N JAY’S FOR YOUR EVENT!**

**Print Name:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reservation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form of Deposit: Cash credit card Check Deposit Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of party (not set up) \_\_\_\_\_\_\_\_\_\_\_\_**