

EVENT ROOM AGREEMENT

Thank you for choosing Event Room by The Godfather. Please be sure to read the following agreement and initial where indicated. Please contact us with any questions that you may have.

DEPOSIT & CONFIRMATION

- To secure your reservation, please return this signed agreement along with your \$500 deposit. All deposits are **non-refundable** and can be paid by cash, check or credit card. Deposits will be applied to the remaining balance due at the conclusion of the event, payable by cash, check, or credit card.
- A 3% service fee is applied to all transactions and are non-refundable. 3% discount on cash deposits is honored to avoid this fee.
- Cancellations made 60 OR MORE days before your saved date can receive full credit in the form of a gift card.
- Refunds will only be returned in the form of a gift card that can be applied toward dine-in or take-out orders.

Initials_____

TAX, FEES & GRATUITY

- 20% gratuity is included in the price per person for food packages. Additional gratuity may be added at your discretion
- 20% gratuity will be added to additional items or bar tabs based on consumption
- A 3% service fee will be applied to all checks. We offer a 3% discount on cash payments to avoid this fee.
- New Jersey sales tax will be automatically added to the bill.

Initials_____

LINENS

- Linen color choice must be confirmed minimum 14 days prior to your event. If a color is not chosen, a "Default" color will be provided.
- Linens are included in all event packages and will be supplied by The Godfather. This includes floor length table clothes, table square & cloth napkins.

Initials_____

MUSIC, ENTERTAINMENT & AUDIO/VISUAL

- Photo slideshows may be presented on our TV only if:
 - Individual photos are collected on to a USB sticks
 - USB stick MUST be received by The Godfather no later than the FRIDAY BEFORE your event to ensure success
- Dance floor area is available only if your party size allows. Additional space may be rented for an additional cost
- You must notify your event planner if you desire any outside entertainment.
- All third party vendors on premises must sign a waiver
- 1 complimentary vendor-meal is allowed. You will be charged 1/2 price for additional vendors.

Initials_____

PARTY TIMING

- Food packages allow for 3 OR 4 hours.
Please plan your start and end time accordingly

3 HOURS	Brunch	4 HOURS	Cocktail & Buffet
	Cocktail Party		Cocktail & Family Style
	Buffet		Cocktail & Sit Down Dinner
	Family Style		
	Sit Down Dinner		

Addition time with be charged as follows:

- \$500/hr for up to 50 guests
- \$750/hr 100 guests or more
- Surprise parties do not include extra time. Please discuss with your planner if you would like extra time for your party, and scheduling for food to be served
- Standard + Premium liquor packages are priced for 3-hour events. An additional \$10/hour will be added to price per guest.

Initials_____

SET-UP & CLEAN-UP

- DECORATIONS:
 - **Large decorations must be confirmed by your event coordinator.** This is to ensure there is adequate space, and to be able to maintain safety on premise.
 - **Live-flame candles are not allowed.** The Godfather provides electric tealights for your convenience.
 - Clean-up – regarding decorations- of the premises must be completed within 1 hour of the events completion.
 - **Decorations can ONLY be attached to the wall at DESIGNATED areas.** Please inquire about the decorating spaces with your event planner, prior to your event.
 - The Godfather is not responsible for the set-up, removal, or discarding of any decorations. Any loss or damage of any decorations left behind will be the sole responsibility of the group.
 - A minimum of 1 hour is allotted for set-up. Extra time may be given if time and scheduling allow
- LAYOUT:
 - Desired room layout 1 week prior to your event to allow our staff to setup accordingly
 - Seating arrangements must be provided 1 week prior for table settings.

Initials_____

MENU SELECTION

The Godfather will prepare and charge for food based on the final guest count received. Menu selections are the responsibility of the host and must be finalized 14 days prior to the event. Menu selections not finalized within this time frame are subject to a “Default Menu”.

- There is no outside food or beverage allowed, except for a cake from a licensed entity.
- Bringing outside liquor on premises may result in loss of your deposit
 - Guests may be asked to leave if uncooperative as this violates NJ State law
- Menu selection and pricing will be based upon, day, time, & the number of guests you seek to accommodate.
- Notify your event planner with any allergies or dietary restrictions 14 days prior to your event.

Initials_____

GUESTS:

- A rough guest count must be provided 14 days prior to the event to allow for proper planning.
- FINAL guest count must be provided 2-8 days before your event. You will be charged for your final headcount, or the number of guests in attendance- whichever is greater.
- The minimum number of guests for the Event Room is **30 people**. If the final count on the day your event is less than the minimum requirement, you will be charged for the missing persons. Food can be provided for the difference in the final count and those in actual attendance.
- If additional space is desired
 - This must be communicated at time of booking to guarantee the space.
 - a \$500 fee will be added to your final bill, unless your headcount is greater than 64.

Initials_____

EVENT DATE:_____ EVENT START:_____ # OF GUESTS (Invited): _____

CIRCLE ONE: 3-HOUR EVENT 4-HOUR EVENT

PHONE#: _____ EMAIL: _____

I have read and understand the conditions outlined in the Event Agreement. I agree to comply with the stated conditions.

Print Name: _____

Date: _____

Signature: _____