



## Event Agreement

Thank you for choosing JJ's Tavern to host your special occasion! Reservations for our private event spaces are accepted on a first-come, first-served basis only. Please be aware that your date is not secured until after this agreement is signed and returned, as well as your initial deposit is received and processed. Below is the information required to secure your date for your special occasion.

<b>Client Name:</b>		<b>Client Phone &amp; Email:</b>	(   ) -
<b>Desired Date of Event:</b>		<b>Desired Event Time:</b> <i>(Not including set-up/breakdown)</i>	: AM/PM- : AM/PM
<b>Type of Event:</b>		<b>Expected Number of Guests:</b> <i>(Minimum of 25 guests)</i>	
<b>Event Location Rental:</b>	<b>Second Floor Room OR Outdoor Patio Area</b>		

## Event Policy Contract

Below details the policies of this contract for your agreement while hosting your event at JJ's Tavern.

A signed rental agreement form, as well as a non-refundable deposit of **\$250/\$350** is required to guarantee the date and time to use the space as detailed above in this rental agreement.

We accept Cash, Bank Checks, Approved Credit Cards and Venmo as valid forms of payment. No "holds" may be placed on a date without the initial deposit. This deposit will go toward the room rental fee, unless residual costs to the house are incurred, such as property damages. Please note that deposits made for a reservation of a date may be transferable to another date, if and only if the date is available. After seven (7) days after payment, all deposits are subject to the cancellation policy *(stated below in this contract)*.

Client Initials \_\_\_\_\_

**Rental Timing and Pricing:** Your specified rental space is exclusive to you for a total of six (6) hours. All rental times include set-up and clean-up times. For example, if you rent one of JJ's private spaces for the allotted 6 hours, you need to plan for one hour of set-up, one hour of clean-up, which leaves four hours of guest attendance. If you would like additional time for your event, more hours can be added as time allows and is subject to an additional cost of \$100.00 per hour. Guests are welcomed to continue to enjoy each other's company in the lounge on the first floor, but must vacate the private space by the times indicated in this agreement. All events must take place during JJ's Tavern normal business hours.

**Rental pricing for the Private Event Spaces are as follows:**

Second Floor Banquet Space: Sunday-Thursday \$250, Friday-Saturday \$350

*(80 guest maximum)*

Outdoor Patio: Sunday-Thursday \$500, Friday-Saturday \$650

*(100 guest maximum)*

This pricing includes the following:

1. The Use of JJ's Tavern property, including house tables, chairs, tablecloths as required, and event service wares. (Additional items available for additional cost or rent).
2. If using the Second Floor Banquet Space- the Pool Table and Dart Boards are included in rental costs. If renting the Outdoor Patio Space- use of Fire Pits are included in rental costs.
3. JJ's Tavern Staff will set-up and breakdown the tables and chairs as discussed for specific event requirements, place tablecloths on tables (if required), and will fully service the food and beverage services of your event based on the discussed menu.
4. Bartender and Bar Set-Up for both locations.
5. Ample and free parking in the rear of JJ's Tavern.
6. Free Wi-fi connectivity.
7. An on-site representative for your event.

**Payments and Cancellation Policy:** As aforementioned, a non-refundable deposit of \$250 is due at the signing of this agreement to secure your date. This deposit will go towards the room rental fee, and will be reflected as such on your final invoice. In the event you must reschedule your date with a minimum of 30 days notice, your deposit can be re-applied to the new date based on availability. **Your final payment is due Ten (10) Days before your event date.** Payments can be made via Cash, Bank Check, Approved Credit Card or Venmo.

In the event that you must cancel without rebooking, your deposit is nonrefundable. If you cancel within 30 days of your event, you will not be held responsible for the additional total costs of your discussed event. If you cancel between 29-11 days before your event, you are held liable for payment of 25% of your total projected event cost. If you cancel within 10 days of your event after final payment has been made, you are still held liable for the full (100%) event payment with no refunds or transferable costs.

In the event of inclement weather for the outside patio, the Client has the right to move their event indoors upon approval, or cancel their event with 24 hours notice required before the agreed set-up time. JJ's Tavern will do its best to accommodate your event in the upstairs banquet room, depending on availability. If the client decides to cancel their event, refunds are at the discretion of JJ's Tavern. If the client decides to postpone and rebook, the cost of food may still be owed for the original event booking. If the weather is deemed severe, and imposes danger or threats to employees or patrons, JJ's Tavern then holds the right to cancel or delay the event.

Client Initials\_\_\_\_\_

**Catering Policies: Client must guarantee a minimum of 25 people to utilize the catering menu.**

We require all menu selections to be finalized and submitted no later than 14 days before your event date. Item availability is subject to changes due to potential procurement issues. The management of JJ's Tavern will inform the client, and make comparable suggestions for substitutions without penalty to the client. The Final Guest Count is due 14 days before your event date. The client is held responsible for full payment of the final guest count, and will be charged additionally if the guest count increases- including day of event attendance increases.

We do not allow outside food or beverages inside the facility, unless otherwise prior approval by JJ's Tavern Management. There is a fee of \$300 if you choose to bring in your own caterer. A liability release form will be required to be signed by the client, and a copy of insurance from the caterer must be provided 10 days before your event date. This is with the exception of dessert. Should you want to bring your own dessert instead of what JJ's Tavern Offers, there is a plate charge of \$5.00 for full service. To avoid the additional charge, clients must provide their own service wares (plates, utensils, etc.) and serve the dessert on their own. These stipulations are at the discretion of JJ's Tavern Management, and must be approved by them.

**\*\*ALL FOOD AND BEVERAGE is subject to a 21% Production Fee. Please note all menu prices are inclusive of the local and state sales tax\*\***

*The production fee covers the costs of staffing, usage of all properties owned by JJ's Tavern, and their amenities. It is not an all inclusive staff gratuity, although the staff does receive part of this percentage.*

**Bar Service:** JJ's Tavern reserves the right to suspend alcohol services at any time to an individual/the event in entirety, for any reason, if the staff and management feel as though alcohol consumption is getting out of control or presents danger to an individual or others. All alcoholic beverages must only be provided and serviced by JJ's Tavern staff members. All guests must have a valid form of ID on them in order to enjoy alcohol on premise. At no time is alcohol service allowed to minors. *Open bar packages will be subject to an additional 18% gratuity charge.*

**Decorations/Damages:** All decorations must be removed the same day at the conclusion of the event. No tacks, staples or anything that may result in damages or holes to the facility will be permitted. No confetti or glitter of any kind (including those inside of balloons) is permitted. No open flame is allowed, all flame must be fully enclosed. Client is responsible for all clean-up of decorations, and is subject to an additional minimum cleaning fee of \$250. The client is held responsible for payment of any and all property damages incurred during their contracted event rental time, including damages made by their hired and contracted vendors.

Client Initials\_\_\_\_\_

**Audio Equipment/Entertainment:** JJ's Tavern can provide background music with the clients choice of genre. The client is permitted to bring in a portable bluetooth unit in order to use their own playlist, with discretion of JJ's Taverns management. We offer the use of our full sound system use which will include microphone usage for speeches or announcements for a fee of \$50. The use of outside entertainment such as Bands or DJ's is permitted, but must be approved by JJ's Tavern management. Please note vendors load-in/ load-out must abide by the event space rental time allotted. All music should be kept at an appropriate volume, and JJ's Tavern holds the right to make adjustments at their discretion.

By Signing below, I, \_\_\_\_\_, acknowledge this contract set forth by JJ's Tavern. All policies and regulations listed on pages 1-4 are fully understood and agreed to, and all information provided is accurate.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Printed Name: \_\_\_\_\_

JJ's Tavern Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Initials \_\_\_\_\_