

# **Event Hosting Contract**

This Event Hosting Contract ("Contract")	is entered into between Austin's Very Own Saltt,
("Restaurant"), and	, ("Client").

#### **Event Details:**

- Event Name:
- Date of Event:
- Time of Event:
- Number of Guests:
- Event Type:

### Food and Beverage Minimum:

- For event bookings Tuesday, Wednesday, Thursday and Friday with a start time between 3pm and 6pm, the food and beverage minimum is \$20 per person which includes one happy hour menu item from the selection below and 1 daiquiri beverage ticket (excludes the Hurricane) per guest. Soda's are complimentary.
- Minimum of 30 guests required to reserve 1/4 of the restaurant with an event fee of \$150.00.
- Minimum of 50 guests required to reserve 1/2 of the restaurant an event fee of \$250.00.
- Sales tax will be added.
- 20% gratuity will be added to all events.
- All events are limited to a duration of 2 hours.
- Events are not private. The unreserved section of the restaurant will be open to the public.

#### **Additional Items:**

- A DJ will be provided by Austin's Very Own Saltt at a rate of \$125/hr with a minimum of 2 hours
- A cake cutting fee of \$2/person will be charged should you decide to bring your own.
- Balloon arrangements must be made by an approved vendor. Balloons may not block televisions.
- All decorations must be approved at least 7 days in advance.
- No confetti or backdrops are permitted.

### **Reservation and Payment Terms:**

• Client agrees to pay 1/2 of the total estimated cost upfront as a deposit to secure the reservation in addition to the event fee. This deposit is non-refundable.

- The remaining balance is due 7 days in advance of the event.
- Payments can be made via cash or credit card. Invoices will be sent electronically.
- Reservation is confirmed only when the contract is signed and deposit has been received.

## **Cancellation Policy:**

- In the event of cancellation, the deposit and event fee is non-refundable.
- Cancellations made within 7 days of the event date will result in the Client being responsible for the full estimated cost of the event.

## **Event Space:**

- The Client will have access to \_\_\_\_\_\_ for the duration of the event.
- It is required that the entire number of guests arrive within 30 minutes of the event start time or the unused tables will be released for public seating.

### **Menu Selection:**

- The Client will work with the Restaurant's catering team to select a menu that meets the food and beverage minimum requirement.
- Menu selections must be finalized no later than 7 days prior to the event date.

Signatures:
Client Name
Client Signature
Date
Restaurant Representative Name
Restaurant Representative Signature
Date

