

# Terms of Agreement

## BOOKING AN EVENT

- An event booked is booked upon the return of the reviewed and signed Terms of Agreement.
- In lieu of a deposit, a credit card is required to hold the reservation.

## CANCELLATION POLICY:

- We require a cancellation notice of at least one week in advance. In the event of a cancellation, the credit card on file will be charged a \$50.00 non-refundable cancellation fee.
- If an events performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, a travel restriction issued by a governmental agency, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it illegal or impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence. The parties shall thereafter work together to find mutually agreeable re-scheduling dates. The foregoing shall not, however, give rise to any reason for Oliver's to return any deposits, nor excuse the payment of any cancellation fees on the part of the contracting party.

## MINIMUMS:

- There is a food & beverage minimum of \$1500.00 to open and staff for a private event. This does not include tax, gratuity, administrative fee or any additional fees.

## FEES & PAYMENTS:

- Valet parking is required for all lunch events. There is a \$100.00 valet fee for parties under 30 guests and a \$175.00 valet fee for parties of 30 guests or more.
- There is a \$25.00 chef charge per carving station if applicable.
- 8.75% sales tax, 16% gratuity and a 4% administrative fee will be added to all final bills.
- There is a \$35.00 corkage fee per bottle of wine or champagne that is brought onto the premises.
- Payment is due at the completion of the event.
- The credit card that has been used to hold the reservation does not have to be the credit card that will be charged upon the completion of the event.

## GUARANTEED NUMBERS:

- A final guest count, or guarantee, must be submitted at least one week prior to the event.
- If this count is not met upon the completion of the event, the party will be charged for the guaranteed guest count.

## AUDIO/VISUAL EQUIPMENT:

- A screen for presentations is available with a rental fee of \$25.00
- A projector for presentations is available with a rental fee of \$75.00
- No outside audio equipment is permitted on the premises.
- Any visual equipment must be approved by Oliver's management.

## MENU CHANGES:

- Final menu changes must be in place ten days prior to the date of the event.

## POLICIES:

- All event materials must be removed from the premises at the completion of the event.
- Any additional decor must be approved by Oliver's management
- Oliver's Restaurant is not responsible for lost, stolen, or damaged property or items left at the location after the conclusion of the event.

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