



Private Event Contract

Please sign at bottom and return via mail or email to:

Westbrook Lobster

300 Church Street

Wallingford, CT 06492

wallingford@westbrooklobster.com

Room Charge Fee

We have a \$500 minimum purchase of food and beverages for use of our private event rooms. If a minimum of \$500 is not reached on food and beverages, there will be a room charge fee applied to your final bill (before tax and gratuity) to meet the \$500 minimum.

Guest Guarantee Policy

There is a minimum of 20 guests required for our private event menus. If the guest count falls below 20 people, we reserve the right to increase your food cost. During your first initial conversation with us, we will ask you how many guests you are expecting at your event. That number of guests is your "guest guarantee". Because we know how hard it is to guarantee numbers for funeral receptions the restaurant will prepare 10% above guarantee for funeral receptions. When attendance falls below guarantee the restaurant will charge for a minimum of 90% of guarantee. You may increase your guest guarantee at any time. You have until 4 days prior to your event to decrease your guest attendance. However, we reserve the right to increase your food cost per guest if your guest attendance decreases more than 20% of your original guest guarantee. After the deadline of 4 days, you may not decrease your guest guarantee. You will be charged for the actual guest attendance, or, your guest guarantee, whichever is greater.

Contract and Deposit Policy

Please read the contract carefully sign, date, and return to us with your deposit. Your deposit requirements will be \$100.00. Payment is due immediately upon receipt and acceptance of the contract. Payments may be made by cash, or credit card. Room assignments are subject to change due to final guest count. Deposit will be applied to food and beverage purchases for your event.

Cancellation Policy

If a function must be canceled the deposit will be returned in full if the restaurant has received notification of cancellation at least 3 days prior to the event. No refund of the deposit will be made if the event is cancelled after the cancellation deadline (3 days prior to event).

Payment in full is required at the beginning or at the conclusion of all catered functions/events, unless prior credit arrangements have been established with the restaurant.

Menu Policy

Final menu choices are required 3 days before the event. Our catering specialists will work with you to determine menu and beverage selections. If one of any of our catering menu choices does not fit your needs, we can customize a menu for your event.

No food or beverage of any kind will be permitted to be brought into any banquet room, meeting room or restaurant by any guest without prior approval of the general manager and or food and beverage director.

For health reasons, unused leftover food or beverage remains the property of the restaurant.

Damage Policy

The customer is responsible and shall reimburse the restaurant for any damage, loss or liability incurred to the restaurant by any of the customers, guests or organizations contracted by the customer to provide any services or goods before, during and after the function/event.

Decoration Policy

There is no confetti permitted in any of our private event rooms. Confetti is defined as small bits or streamers of colored paper or plastic made for throwing or decorating. No tacks, nails or tape allowed on any walls, poles, or beams.

Any decorations (table centerpieces, table linens, etc...) must be discussed at least 7 days before your event.

Labor Charges

An 18% gratuity will be added to the final bill.

Taxes and Pricing

Local law requires that sales tax is charged on all items and services provided. The CT Sales Tax of 6.5% will be added to your final bill. If you are tax exempt, your registration number and signed certificate of exemption must be returned with this agreement. If the certificate is not received with the agreement, the client will be responsible for sales tax. All of our prices are subject to change without notice.

Bar Service and Event Policy

No outside beverages are permitted unless approved prior to event. Alcohol and beverage purchases must be discussed prior to your event. We will work with you on a suitable and agreeable beverage arrangement for your guests. Our staff would be happy to assist you with any questions or concerns you may have regarding our compliance with the Alcohol Beverage control Laws. Alcoholic beverages will only be served to persons at least 21 years of age. All patrons are subject to requests to present a valid photo identification card. Alcoholic beverage service will not be provided to those patrons who fail to present a valid form of photo identification We also reserve the right to refuse bar service to any patron we feel has had too much to drink.

Please reserve _____ on your calendar for my event.

I am aware of and agree to the above mentioned term.

Client Signature

Date

Client Printed Name

Client Email

Client Phone

Restaurant Catering Event Coordinator

Date



Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US.
All information will remain confidential.

Card Holders Name: _____

Billing Address: _____

Credit Card Type: ____ Visa ____ Mastercard ____ Discover ____ AMEX

Credit Card Number: _____

Expiration Date: _____

Amount to Charge: \$ _____ (USD)

I authorize **Westbrook Lobster** to charge the agreed amount listed above to my credit card provided herein.
I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Print Name, Sign & Date Below:

Signed: _____

Dated: _____

Name: _____

Once Signed return (email, mail, or fax) completed form to:

Westbrook Lobster

300 Church Street

Wallingford, CT 06492

Phone: 203-265-5071

Fax # : 203-265-3825

Email: wallingford@westbrooklobster.com