

The Upstairs Party Room



Party Room Contract

Deposit & Payment

The rental fee for reserving the upstairs party room is \$25. This is a non-refundable fee that is required to secure the date of your event. Upon completion of your event, all food and beverage charges will be due and payable by cash or credit card. A \$200 minimum February through October and \$300 minimum November through January must be met. (Does not include Service Charge)

Duration

The rental fee covers a 5 hour time slot. Linens on all tables an extra \$20 charge. Weekday events may start at any time during business hours. Saturday events may be held 11:00am - 4:00pm or 6:00pm - 12:00 am

*Guaranteed Attendance & Menu

A guaranteed guest count is due five (5) business days prior to your event and is not subject to reduction. The menu selections must be confirmed at the same time. No outside food or beverage is allowed with the exception of dessert.

**A party of 15 or more must order off our Buffet Catering Menu.

Service & Labor Charges

An 18% service charge will be applied to all food and beverage fees. Sales tax of 7% is applicable.

Liability

Customer agrees to be responsible for any and all liability, including damage to the premises during the period of time for set up, the actual event, and tear down by customer, customer's guests, and customer's suppliers, as well as other third parties who are present at customer's request. Jersey Grille is not responsible for any damage to or loss of many merchandise or articles left on premises prior to, during or following the event, including but not limited to personal articles, decorations, props, equipment, etc.

*No Confetti

Cancellation

Rental fees are non-refundable. A credit card needs to be on file, should you cancel within 72 hours of the event date, the customer will also be responsible for 50% of the agreed food and beverage amount of the event.

I have reviewed and understand all the contractual information.

Customer Signature: _____

Today's Date: _____

Date & Time of Event: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Manager Signature: _____

