

The Legacy Restaurant
2010 Events Contract

(Name of Event)

(Date & Time of Event)

(Event Size)

(Location of Event)

(Event Representative)

(Phone)

(Fax)

(Street Address)

(City)

(State)

(Zip)

(Arrival Time)

(Eating Time)

Room Charge: _____ Date Paid _____

Event Deposit: _____ Date Paid: _____

Event Final Payment: _____ Date Paid: _____

Set up & Clean fee: _____ Date Paid: _____

Credit Card or Other

Number: _____ Expires: _____

*Required to hold event

RETURN OF CONTRACT

Special Arrangements: Projector with screen \$25.00

Screen only \$10.00

Extra table requested: Yes / No

How Many: _____

TIME TABLE FOR PROPER NOTICE FOR FOOD AND BEVERAGE

10 Days Prior: Must provide final Payment

5 Days Prior: Final number of guests attending along with the final food arrangements.

Open bar with a wedding reception package is limited to four hours

FOOD AND BEVERAGES:

No person or group is allowed to bring their own food or beverage items from off the premises. All food and beverage must be purchased from the club. All food and beverage arrangements must be made no later than 5 days prior to the scheduled event date. The final number of guests attending that has been confirmed 5 days prior by the events representative is what the representative is liable to pay for. Example: 60 guests confirmed and 45 guests attend, the events representative will be charged for 60 guests. This is a necessity because all food is prepared ahead of time. Any unused or remaining food will not be boxed up.

LINEN SERVICE:

The legacy can provide our off – white linens for patio at the cost of \$6.00 per table, which also includes napkins. Other linen(s) are available upon request depending on size, color, and quantity. All linens request must be made 5 days prior to the scheduled event.

DECORATIONS:

The event representative is more than welcome to use the clubs regular table decorations. If you would like to bring in your own decorations, you may do so. The location of the event will only be available one hour to its prior start time unless otherwise specified by the Executive Coordinator.

CANCELLATION POLICY:

Cancellations can be made no later than 3 days prior to the scheduled event date without a penalty. Any event cancelled passed the 3 days allowed will result in 10% of the food costs to be billed to the credit card that we have on file.

PAYMENT:

Payment is due in full ten days prior to the scheduled event. There are no exceptions to this policy. Payments can be made by Cash, Check, Visa, MasterCard, or Discover.

* An estimate receipt can be made upon request. This is just an estimate and the total may change upon additional requests by the events representative.

* All food and beverage is subject to 6% sales tax and a 20% gratuity.

Please sign and return both pages of this agreement and retain the duplicate for your records. Your signature indicates your understanding of, and agreement with, our policies and procedures.

(Events Representative Signature)

(Legacy Representative Signature)

(Date)

(Date)

Thank you for choosing The Legacy to be the host of your special event. We are looking forward to servicing you and your guests needs.