

Day: Thursday

Date: 12-5-24

Time: 5pm-7pm

# THE LOBBY CLUB

### INTERNAL USE:

Payment Date: \_\_\_\_\_

CK: \_\_\_\_\_ CC: \_\_\_\_\_

Entered: \_\_\_\_\_

## Event/Fundraiser Agreement

Member First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Company/Organization Name: *(if applicable)* Anchor House

Contact First Name: Kim Last Name: *(if different than member)* McNear

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### EVENT INFORMATION:

Event Name: \_\_\_\_\_

Event Day: Thursday Event Date: 12-5-24 Event Time: 5pm-7pm

Anticipated Number of Attendees: 25-30

Room Reserved: *(check all that apply)*  Byrne Room  Main Dining Room  Bar A/V Required:  Yes  No

Room Setup: Projector Screen in main dining room

Additional Details: App Buffet in main dining room

### FOOD & BEVERAGE:

F&B Required:  Yes  No Menu/Price per Person \$250 Food/NA Bev Package

Bruschetta Flatbreads(1 meat +1 Veggie) Beef Sliders

Special Requests: Cookie Tray

Additional Details: Soda/ Coffee included Drink tickets added to final bill

### PRICING:

Room/Setup Fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Food + Beverage Fee: \$ 250.00 Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Subtotal: \$ 250.00

Tax: \$ 16.56

Gratuity: \$ 50.00

Total: \$ 316.56 + Drink Tickets added to Bill

### TERMS & CONDITIONS:

#### Booking & Guest Count:

- Events must be booked a minimum 10 days in advance, including menu and planned attendance.
- Final guaranteed guest count required 7 days in advance.

#### Payments:

- Deposit of \$500 is due at time of booking.
- Final/balance payment is due 7 days prior to event.
- Additional guests will be charged the day/night of event.

#### Cancellation Policy:

- If canceled more than 72 hours prior to event — 50% refund. The 50% cancellation penalty may be applied to a future event if rebooked within 48 hours of cancellation.
- If canceled within 72 hours — no refund.

**All food and beverage must remain on premise. No take outs allowed.**

**For buffets, food will be replenished for a maximum of 2 hours.**

### APPROVAL:

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

TLC/Apex Signature: \_\_\_\_\_ Date: \_\_\_\_\_