

THE LOBBY

CLUB

INTERNAL USE:

Payment Date: _____
CK: _____ CC: _____
Entered: _____

Event/Fundraiser Agreement

Member First Name: James Last Name: Gee Member #: _____

Company/Organization Name: *(if applicable)* STONO

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

Contact Phone: _____ Mobile: _____ Contact Email: _____

EVENT INFORMATION:

Event Name: _____

Event Day: _____ Event Date: _____ Event Time: _____

Anticipated Number of Attendees: 100

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

Room Setup: _____

Additional Details: Guests will pay for cocktails

FOOD & BEVERAGE:

F&B Required: Yes No Menu/Price per Person _____

Special Requests: Sliders, Assorted Flatbreads, Bruschetta

Additional Details: _____

PRICING:

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

Food + Beverage Fee: \$ 1000.00 Balance Due: \$ _____ Date: _____

Subtotal: \$ _____

Tax: \$ 66.25

Gratuity: \$ 200.00

Total: \$ 1266.25

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: _____