

Day: Tuesday

Date: 2-4-25

Time: 9am-

# THE LOBBY

CLUB

### INTERNAL USE:

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

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

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

## Event/Fundraiser Agreement

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

Company/Organization Name: (if applicable) Stono

Contact First Name: Aileen Last Name: (if different than member) \_\_\_\_\_

Contact Phone: 732-372-5221 Mobile: \_\_\_\_\_ Contact Email: jay@stonopa.com

### EVENT INFORMATION:

Event Name: Stono Breakfast Followed By Lunch

Event Day: Tuesday Event Date: 2-4-25 Event Time: 9am-

Anticipated Number of Attendees: 12breakfast 25 lunch

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

Room Setup: Breakfast Buffet Upstairs with Horseshoe Setup for 12

Additional Details: Followed by Lunch Downstairs for 25 ppl (order given ahead of time)

### FOOD & BEVERAGE:

F&B Required:  Yes  No Menu/Price per Person Coffee/Juice set up

Breakfast Classic 25/pp

Special Requests: Lunch added to Bill and order ahead of time

Additional Details: \_\_\_\_\_

### PRICING:

Room/Setup Fee: \$ waived

Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Food + Beverage Fee: \$ 300.00

Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Subtotal: \$ 300.00

Tax: \$ 19.88

Gratuity: \$ 60.00

Total: \$ 379.88 + lunch bill added to check

### 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: \_\_\_\_\_