

Day: Friday

Date: 2-7-25

Time: 7pm-10pm

THE LOBBY CLUB

INTERNAL USE:

Payment Date: _____

CK: _____ CC: _____

Entered: _____

Event/Fundraiser Agreement

Member First Name: _____ Last Name: _____ Member #: _____

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

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

Contact Phone: _____ Mobile: _____ Contact Email: Dianebellamy@ymail.com

EVENT INFORMATION:

Event Name: Couples Valentine Dnner

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

Anticipated Number of Attendees: 50 (25 couples)

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

Room Setup: Buffet in side Byrne Room Sparkling N/A toast Validate Parking No charge

Additional Details: DJ main dining room Upstairs Lounge available to guests

FOOD & BEVERAGE:

F&B Required: Yes No Menu/Price per Person 38/pp

Bruschetta/Flatbreads out on arrival Caesar/ Garden Salad

Special Requests: Pasta: (Vodka Sauce) (Spinach Garlic/Oil) Soda/Coffee station included

Additional Details: Roasted Chicken Thighs Salmon w/ Vegetables Dessert Tray

PRICING:

Room/Setup Fee: \$ waived

Deposit: \$ 250.00 Date: _____

Food + Beverage Fee: \$ 1900.00

Balance Due: \$ _____ Date: _____

Subtotal: \$ 1900.00

Tax: \$ N/A

Gratuity: \$ 380.00

Total: \$ 2280.00

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: _____