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SPECIAL EVENT CONTRACT

Name _____

Event Name or Function _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Date of Party _____ Starting Time _____ Ending Time (4hr max) _____

Number of Guests _____ Adults _____ Children _____

Do you need a cake table?	Yes	No	<u>Comments and Requests</u>
Do you need a gift table?	Yes	No	
Do you need A/V equipment? extra charge may apply	Yes	No	
Do you want linen table clothes extra charge of \$3 per table	Yes	No	
Will you be decorating? you may arrive 30min prior to decorate. No cofetti or glitter. No tape on the walls	Yes	No	
Do you have any other requests	Yes	No	
Will there be guests under 21yrs of age?	Yes	No	

Other Considerations For Your Event At White Rhino Bar and Grill

Your event IS IS NOT guaranteed to be private. You will be charged for a minimum of _____ people.

NOTE: White Rhino will charge for the greater of the minimum guaranteed guest count or the final guest count that you provide to White Rhino. Reducing below the number shown above is not permitted. White Rhino will help you determine if your event qualifies to be private.

- Gratuity of 20% will be added to the main event bill of all events
- A \$10 per hour service fee will be added to all events
- A fee of \$2.50 per person will be added to all events that begin after, or run past 5pm on Fri and Sat Evenings
- A \$5.00 per person minimum food prepurchase is required for peak time events. Menu is due 7 days prior to the event
- White Rhino will prepare food and charge for the greater of - the number of guests shown on this contract or the minimum

Beverage Choices

Fountain Soda & Coffee Include at \$2 per person (on main bill) On Main bill If Ordered (reg price)
Choose One

Other Beverages Open Bar (all on main bill) Cash Bar (on individual bills) Open Bar With Restrictions (list restrictions below)
Choose One

List Restrictions on Open Bar _____

Food Choices Buffet Service Family Style Service (add \$1pp) Limited Menu (with waiter service - custom price)
Choose One

Serve Food At (time) _____

List Food Selections: _____

Initial _____

The following policies explain the basic guidelines for White Rhino Bar & Grill and will assist you in the planning stages of your event.

- 1. Room Rental Charge.** There is no room rental fee
- 2. Prevailing Laws.** All Federal, state and local laws are strictly adhered to. White Rhino Bar & Grill reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with established policies and laws. White Rhino Bar & Grill reserves the right to refuse service to any minor, or person who cannot provide proof of age. White Rhino Bar & Grill at its own discretion, may discontinue beverage service if laws and policies are not obeyed.
- 3. Food and Beverage.** White Rhino Bar & Grill must provide all food and beverage, with the exception of special occasion cakes.
- 4. Final Selections.** A final guest count, and menu is due to White Rhino Bar & Grill no later than 7 days prior to the event. Guests All final selections should be made in writing on this contract. Guest counts may be increased or decreased by 15% up to 48 hours prior to the event as long as the count does not decrease below the guaranteed minimum shown on the contract.
- 5. Deposit Policy.** All deposits are non-refundable
- 6. Cancellation.** A minimum of 72 hours notice is required for cancellation. If 72 hours notice is not given one third of the estimated bill will be charged to the credit card on file.
- 7. Service Charges and Sales Tax.** Gratuity of twenty percent (20%) will be applied to the main food and beverage bill. Sales tax will be added to all purchases. All events have a service fee of \$10 per hour. This fee goes to White Rhino Bar & Grill and IS NOT gratuity for the server. Events running past 5pm or beginning after 5pm on Friday and Saturday evenings will have a \$2.50 per person fee applied.
- 8. Space Guarantee.** To confirm space on a definite basis, the group must provide White Rhino Bar & Grill a signed contract as well as a \$100 deposit. White Rhino Bar & Grill reserves the right to release function space which has not been confirmed in writing or for which no deposit has been received. No space will be considered to be private unless minimum requirements are met. The balcony is the only area in White Rhino Bar & Grill which can be made private. The balcony will be available to the group for setup 30 minutes prior to the event. Unless otherwise stated in writing the space is available to the group for the lesser of the time shown on the contract or 4 hours.
- 9. Minimum Requirements for a Private Event.** A group must pre-purchase \$5.00 per person in food, must have 40 people, and make a total minimum purchase of \$400 (including service charges, but excluding gratuity & tax) to be guaranteed a private event. Groups that do not meet these requirements are not guaranteed to have a private event, and a curtain may be used to separate the space. Private events must be noted at the time of the deposit. Once the deposit is made groups are committing to the minimum requirements required for a private event. Special considerations may be made during off peak times.
- 10. Prices.** Prices will be quoted no more than 180 days prior to the scheduled event. Prices are not guaranteed until a contract is signed, and menu selections are made. Liquor prices are never guaranteed.
- 11. Decorating.** The space is available for decorating 30 minutes prior to your event to begin decorating. If more time is needed, we ask that you call the week of your event and we will let you know if more time might be available. Confetti, glitter, and other sprinkled decorations are not permitted. Please no tape on the walls. Packing tape, duct tape, masking tape, and other strong tapes are strictly prohibited. White Rhino requires that any decorations that have been fastened or affixed must be fully taken down at the end of the event. No open flames or candles are permitted.
- 12. Liquor Service.** If open bar service is chosen, all charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. Liquor service is strictly available to guests 21 and over. Guests under 21 who attempt to obtain alcohol will be asked to leave and reported to authorities. Additional instances may result in the termination of the event.
- 13. Deliveries.** Due to limited storage space, materials cannot be received at White Rhino Bar & Grill except on the day of the event. White Rhino Bar & Grill does not at any time guarantee the security of any items left or stored on site. Damage to group displays, decorations, or other property brought into White Rhino Bar & Grill will be the sole responsibility of the group, with White Rhino Bar & Grill assuming no liability. White Rhino Bar & Grill must be notified at the time of contract signing of any deliveries or setup that is to be done by outside companies.
- 14.** The host is responsible for the conduct of all persons in attendance and for any damages incurred upon White Rhino Bar & Grill or its guests by individuals associated with or representing the group's organization.
- 15. Changes to this Contract.** Any verbal changes to this contract are not guaranteed. All changes must be made on this contract and initiated by the host and White Rhino Bar & Grill.
- 16.** The host, on behalf of the customer and all host's guests, expressly agrees to indemnify, release and hold White Rhino Bar & Grill harmless of, from, and against any and all losses, costs of collection, damages, attorneys fees, expenses, and all claims & Liability growing out of, or resulting from this agreement, customer and customer's guests, or third parties' personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and/or food, and any act of negligence by the Restaurant. The White Rhino Bar & Grill is not liable for utility outages including but not limited to water, natural gas and electricity. No refunds will be made should utility service be interrupted.
- 17. Severability.** Should any portion of this agreement be found to be invalid by a court of law. The invalidity of that portion of the agreement shall not affect the validity of the remaining portion which shall remain in full force and effect.

I authorize the all charges and fees contained in this contract to be charged to the card listed below.

Credit Card # _____ Exp _____ CSV _____

The undersigned acknowledges and accepts this contract and all stipulations, and agrees to comply with the same.

Signature _____ Date _____