

The Palace Restaurant

505 Main Avenue
Durango, Colorado
(970)247-2018 (phone) (970)247-0231 (fax)
www.palacedurango.com

Private Party Contract

Date of Contract: _____

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between The Palace Restaurant, "The Palace," and:

Group Name: _____ ("Customer")

Contact: _____

Address: _____
city State zip

Phone: Day: _____

Cell: _____

Evening: _____ Fax: _____

Email Address: _____

for the following event:

DATE OF EVENT: _____

TYPE OF EVENT:

Starting Time of the Event: _____

Ending Time of the Event _____

Estimated Number of Guests: _____

Adults: _____ Children: _____

Reserved Rooms _____ Private: Yes No

CLIENT'S INITIALS _____

MANAGER'S INITIALS _____

Terms of the Contract:

Menu Selection

In consultation with the Palace, the Customer shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this contract and initialed by Customer and the Palace. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

Room Charges

In consultation with the Palace, the Customer shall select the room or rooms to be reserved for the party. A chart showing the room charges and Customer's circled selections shall be attached hereto and intialled by Customer and Palace. The room charge(s) shall be summarized on the Financial Summary herein.

Minimum Food and Beverage Requirements

The Palace shall inform the Customer of the minimum amount of food and beverage dollars the Customer must spend to reserve the room for the Private Event. Room charges are a separate charge and are not calculated into the minimum requirements but are in addition to. Minimums are set forth in the Financial Summary herein.

Confirmation of Reservation

Confirmation is not made until Palace receives deposit.

Payment and Method of Payment

Deposit

A security deposit equal to 25% of the estimated cost of the final bill which is set forth in the financial summary herein, is required to secure your date and will be applied to your final bill. The balance will be due at the close of the event. For deposit only, we accept cash, credit card (Visa, MC, Amex and Discover) and approved checks.

Final Payment

Final Payment is due at the conclusion of the event. No split checks are permitted. For final payment only, we accept cash, credit card (Visa, MC, Amex and Discover) and approved local checks with proof of identification only. Out of area checks are only accepted with prior management approval.

Cancellation and Deposit Forfeiture Policy

The following cancellation and deposit forfeitures apply:

Party cancelled 45 days or more before the event: 100% refund of deposit.

Party cancelled 45 days to 31 days before the event: 75% refund of deposit.

Party cancelled 30 days to 8 days before the event: 50% refund of deposit.

Party cancelled 7 days or less before the event: 0% refund of the deposit.

Days are measured in 24 hour increments counting backwards from the start time of your event.

Final Guest Count

A FINAL HEAD COUNT of all adults and children must be provided by 1:00 pm SEVEN DAYS prior to your event. This is the number of people you will be charged for in the final bill. Days are measured in 24 hour increments counting backwards from the start time of your event.

If fewer adults attend your party, you will still be charged the fixed price per adult based on the final head count. If additional adults and children attend, you will be charged the menu option price per adult and charged for menu items ordered for children.

Final Entree Selections

A FINAL ENTREE SELECTION from the menu option you have selected for all adult guests must be given to us by 1:00pm THREE DAYS prior to your event. Days are measured in 24 hour increments counting backwards from the start time of your event.

Amenities and Additional Services Provided

At the request of the customer, additional items and services may be provided. Customer shall check all additional items and services it wishes to purchase on the attached Amenities and Special Services Form. Cost estimates for the Selections will be included in the 7 Day Financial Summary.

Deliveries

—Floral arrangements, musical instruments and wedding/specialty cakes may be delivered to the Palace on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. The Palace will not be responsible for lost or stolen items brought in by Customer, Customer guests, or vendors hired by Customer.

Alcoholic Beverages

The Palace carries a mixed beverage license. By law no alcoholic beverages may be brought onto the property or taken from the premises. In the interest of protecting our patrons and the general public, The Palace and it's employees have the right to refuse service of alcoholic beverages to any patron or guest who by his or her behavior or appearance is believed to be incapable of tolerating further alcohol consumption.

Smoking

By law no smoking is permitted within 15 feet of the restaurant.

FINANCIAL SUMMARY

Initial Estimates and Deposit Calculation

Menu Price per person _____ x Number of Estimated Adults _____ = _____

If Customer has selected appetizers in addition add total cost here or n/a: _____

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write n/a: _____

ESTIMATED SUBTOTAL: _____

What is the minimum food and beverage requirement? _____

Is Minimum being met? _____ (yes/no)

If no, write in the difference between minimum and Subtotal above: _____

Add in Room Charge total amount here: _____

ESTIMATED SUBTOTAL: _____

PLUS TAX (7.9%): _____

PLUS GRATUITY(20%): _____

ESTIMATED TOTAL BEFORE AMENITIES AND SPECIAL SERVICES CHARGES _____

(x 25%)

DEPOSIT REQUIRED _____

Check Visa MC Amex Diners Disc.

Name on Credit Card _____

Credit Card # _____

Exp Date ___/___/___

SIGNED _____

(Customer)

CLIENT'S INITIALS _____

MANAGER'S INITIALS _____

SEVEN (7) DAY FINAL GUEST COUNT AND SPECIAL SERVICES

Final Number of Guests _____ Adults _____ Children _____

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write N/A: _____

ESTIMATED SUBTOTAL: _____

What is the minimum food and beverage requirement? _____

Is Minimum being met? _____ (yes/no)

If no, write in the difference between minimum and Subtotal above: _____

Add in Room Charge total amount here: _____

Special Charges

Special Charge 1 (desc. \$ cost est.) _____

Special Charge 2 (desc. \$ cost est.) _____

Special Charge 3 (desc. \$ cost est.) _____

Special Charge 4 (desc. \$ cost est.) _____

Special Charge 5 (desc. \$ cost est.) _____

Add in Total Special Charges Estimate here: _____

ESTIMATED SUBTOTAL: _____

PLUS TAX (7.9%): _____

PLUS GRATUITY (20%): _____

LESS DEPOSIT: _____

ESTIMATED TOTAL FINAL BILL _____

Additional costs incurred, including children's meals, additional guests and additional special services or increases to estimated costs of additional services shall be added on to the final bill. Decreases in cost of any additional service shall be deducted from final bill. FINAL PAYMENT IS DUE IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT.

SIGNED _____
(Palace Manager)

SIGNED _____
(Customer)

CLIENT'S INITIALS _____

MANAGER'S INITIALS _____

The Palace Restaurant

PRIVATE PARTY ROOM CHARGES

(TO BE ATTACHED TO CLIENT CONTRACT)

PRICES BELOW ARE FOR LUNCH AND 5:30 PM* AND 8:30 PM SEATINGS
 ADD 50% FOR PRIME SEATINGS FROM 6:00 PM TO 8:00 PM

Private parties are booked on the hour and half hour only

*5:30 seatings are based on 2 1/2 hour reservations only, a penalty of
 \$200.00 per each 1/2 hour over the 2 1/2 hours shall apply

CIRCLE YOUR ROOM SELECTION(S) AND INITIAL AT BOTTOM

	<u>High Season*</u>	<u>High Season*</u>	<u>Low Season**</u>	<u>Low Season**</u>
<u>Rooms</u>	F/S (& holidays when permitted)	T,W,TH,Sun (except holidays)	F/S (except holidays)	T,W,TH (except holidays)
Depot Room Max. Guests 42	\$350	\$300	\$350	\$250
Grand Room Max. Guests 65	\$450	\$400	\$450	\$350
Grand Patio Max. Guests 50	\$500	\$400	See Manager	See Manager
Grand Patio plus Depot Patio add-on Max. Guests 80	\$600	\$500	See Manager	See Manager
Bar Patio Max. Guests 20	\$300	\$250	See Manager	See Manager
Entire Restaurant Except Tavern and Tavern Patio Max. Guests See Manager	\$1,500	\$1,000	See Manager	See Manager
Entire Restaurant Max. Guests See Manager	\$2,000	\$1,500	See Manager	See Manager

*High Season dates: May 1st - October 15th; December 1st - January 1st and holidays year-round

**Low Season dates: January 2nd - April 30th; October 16th - November 30th

Booking parties on holidays is at the discretion of management and subject to high season rates. The Palace does not book private parties on Mondays.

CLIENT'S INITIALS _____

MANAGER'S INITIALS _____

The Palace Restaurant

PRIVATE PARTY AMENITIES AND SPECIAL SERVICES CHECKLIST AND PRICING

All amenities and additional services will be added to the final bill.

Where estimates are given below, actual numbers will be the basis for final calculation of cost.

Check Box if Required

- Floral Arrangements provided by the Palace thru its regular florist.
Describe number of arrangements, general color preference and price range:

Floral arrangements provided by the Palace are subject to both the florist fee and tax as well as a Palace surcharge. Arrangements purchased for your event by the Palace will be selected based on the price and color scheme you request, but because this is not in the course of regular business for the Palace we cannot ensure an exact type or combination of flowers or style of arrangement. IF you require a very specific arrangement we suggest you contact a florist directly and arrange for delivery.

- Linens (\$3.00 per linen)
Estimate of number of linens required _____
- Cake made by the Palace if service is available. *Availability is dependent on our chef's and or sous chef's schedule. IF the service is available, we will discuss cake options with you. Final cake description and price will be added to the contract.*
- Cake plating service (required) if outside cake brought into the Palace.
Cost is \$1.25 per person.
- Chocolate guest favors. The Palace can purchase individually wrapped gourmet chocolates from Rocky Mountain Chocolate Factory and place them at each guests place setting. Cost is .80 to \$5.00 per person plus tax plus the Palace's surcharge.
Describe price you wish to pay per person _____
- Special napkin folds. Please discuss with your manager for more complete description. Price is \$1.00 per guest.
- Other decorations. Describe: _____
- _____

Palace Function Sheet
 (TO BE ATTACHED TO CLIENT CONTRACT)
Summary of Menu Selections
and Room Charges

Date ___/___/___
 Day _____
 Time: From _____ to _____
 Number of People _____
 7 Day Guaranteed # _____

Group Name _____
 Contact person _____
 Contact phone _____

Menu:

Apps. : _____
 Time of App. Service _____

Entrees: A B C D Other _____
 Time Of Entree Service _____

Dessert : Regular Petite Other _____

Is Dessert included for quoted price Y N

Bar option: Open Limited House wines Cash bar
 Other _____

Offer Coffee, tea or soda and add to bill Y N **Included**

Room: Grand Depot Patio(s) _____

Entire Rest. w/tavern & tavern patio Entire Rest w/o Tavern & tavern patio

Cost:

Minimum Food and Beverage Requirement \$ _____
 Price per Person \$ _____
 Total Room Charge \$ _____

CLIENT'S INITIALS _____

MANAGER'S INITIALS _____