



## EVENT CONTRACT AND AUTHORIZATION FOR CREDIT CARD USE

PLEASE PRINT AND COMPLETE THIS CONTRACT AND AUTHORIZATION IN ITS ENTIRETY AND RETURN  
All Information will Remain Confidential

RESERVATION NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_

GUEST COUNT: (total) \_\_\_\_\_ kids under 10 \_\_\_\_\_ OCCASION: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PLANNED MENU: \_\_\_\_\_ PLANNED VENUE: \_\_\_\_\_

MINIMUM CONSUMPTION: \_\_\_\_\_ DIETARY RESTRICTIONS: \_\_\_\_\_

### Reservations, Payments and Cancellations

**We do not require a paid deposit.** Confirmation of receipt of a credit card as a hold deposit with your signed agreement secures the space, date, and time for your event. The hold deposit will be 50% of your agreed upon package price. You will be responsible for paying your full bill at the culmination of your event via cash or credit card. A credit card must be physically present at the time of payment should you choose to pay via credit card. We do not hold dates or spaces until this contract has been completed in its entirety but we do try to offer notice if a party has expressed interest on the date of your party.

Once your event is confirmed, it is subject to a non-refundable **cancellation fee(s)** as described herein. If your event is cancelled prior to 72 hours of your scheduled event, no fiscal penalty will be imposed. Should you **cancel your event within 72 hours** of commencement, you agree to pay 50% of your agreed upon food package and room fee, should one apply. In the event of a no-show/no-cancel your hold deposit amount will be charged to the credit card on file. From November 15<sup>th</sup> to December 31<sup>st</sup> all bookings are subject to a 14 day cancellation requirement with no fiscal penalty, after which time 50% of your agreed upon package price will be charged, and will increase to 100% of your agreed upon package price with fewer than 72 hours' notice or upon a no-show/no-cancel.

### Guest Count and Guaranteed Minimum: Service and Billing

**We will assume the guest count on this contract is correct for your event, unless otherwise told prior to 48 hours of your event.** You would be billed according to that final guest count confirmed at 48 hours, after which time we cannot allow adjustments. If the final number of attendees exceeds your confirmed guest count we will try our best to accommodate them, however we cannot guarantee seating for them as we often book down to each last seat on certain days, times, and surrounding certain events. You will be charged the same per person pricing for each additional guest. The client will be billed for the greater of either the private room minimum consumption (if one applies), the actual number of guests in attendance, or the most recent guest count provided. Therefore in the case of a minimum consumption requirement, you agree to uphold your minimum consumption rate or to pay the difference.

### Duration & Pace of Service

**All events will conclude 2.5 hours after the start time of your event.** Should you request the space be made available for longer than 2.5 hours, a minimum food and beverage consumption of \$20 per person will apply per hour. You are advised other reservations may be made for your space 3 hours after the start time of your event, therefore arrangements to extend your reservations should be made as early as possible and not later than 72 hours to the time of your event.

**Service of the first course will begin within 15 minutes of the start time of your event.** We understand that sometimes guests arrive late and we will do our best to accommodate late arrivals but we cannot compromise the pace of the service for your event, a la carte service, or other private events to accommodate late arrivals or last minute requests.

A-la-carte requests or requests for additional food on the day of your event will be billed at normal prices and consistent with Sawa's normal practices. If the situation arises where Sawa is asked by the on site host to override previous instructions/make an a la carte order or similar modification, Sawa will follow the direction of the on site host in its discretion.

### Children & Dietary Accommodations

**Children are counted as adults and served the preselected menu unless otherwise noted on your contract.** If noted on this contract, children under 10 years of age may order from the kids menu at the listed a la carte prices. Your minimum consumption agreement, if any, would still apply. Sawa can prepare substitutions to your selected menu for a guest who may have special dietary needs with advanced notice of 48 hours.

Spaces, Rooms, & Tables

**While we do our best to honor specific table, area, and room requests**, we reserve the right to seat parties in spaces of our choosing based on occupancy, business conditions, and weather conditions. If it is required to move your party to a different area than originally planned, the minimum consumption, if any, will not change unless it is to your benefit. The room capacity and minimum consumption rates may fluctuate depending on the time of the year and the time of day. A higher minimum consumption applies in December. Tables are set with linen napkins and candles (pm). Guests are welcome to decorate as well as bring cake. **A cake cutting fee of \$1 per slice will apply. Corkage fee for wine is \$20/bottle.** Any other outside liquor or food is not permitted on premises.

**The dining room does not have a minimum consumption for partial capacity parties when tables are arranged to-fit. Specialized seating and table shape requests that result in a diminished capacity for rest-of-business seating will require an added minimum consumption rate.** Sawa will arrange tables based around capacity, other reservations, and general business. Some table shapes may not be offered, such as a "U" or "double-width", as often those shapes require additional space that would have to be taken from publicly available dining, unless there is a private room minimum consumption in place. If a specific shape or set up is required, it should be discussed prior to this contract, and minimum consumptions or buy-outs may apply. Sawa reserves the right to have our wait staff and managers pass through any room if necessary for service. If the room you have reserved requires other guests to pass through to access the bathroom, they shall. Please be advised that if you reserve the dining room privately, the nearby bar will remain open to public use, unless you do an additional bar buy-out, and in that case, outside guests may still pass through to access the restroom and staff may still pass through to service your group as well as the rest of business. You are welcome to decorate your tables and space, so long as the décor is easily removable, and appropriate to the public. No glitter or confetti please.

Terms of Contract/Authorization: I have read, understand, and agree to all terms presented in this event contract. I authorize Sawa Restaurant & Lounge to hold the amount listed below on the credit card provided herein for a hold deposit of a reserved event as detailed above. **In the event that I provide Sawa with a guest total and arrive with fewer guests without adjusting my reservation 48 hours in advance, I agree to pay for the guest count I provided.** I understand and authorize Sawa to charge the "amount to charge" listed below and any other cancellation fees as described in the terms of this agreement. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ Mast \_\_\_\_\_ Discov \_\_\_\_\_ AmEx

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Identifier Number \_\_\_\_\_ (Last three digits on back of card, or four on front of AmEx)

Amount to Charge: \_\_\_\_\_ (Hold Deposit)

**Cardholder Please Sign:**

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_