

EVENT ROOM AGREEMENT

Thank you for choosing Event Room by The Godfather. Please be sure to read the following agreement and initial where indicated. Please contact us with any questions that you may have.

DEPOSIT & CONFIRMATION

- To secure your reservation, please return this signed agreement along with your \$500 deposit. All deposits are **non-refundable** and can be paid by cash, check or credit card. Deposits, (less 3% card fee, if applicable) will be applied to the remaining balance due at the conclusion of the event, payable by cash, check, or credit card.
- Deposits paid by card will incur a non-redeemable 3% fee. Please pay by check or cash to avoid this fee.
- Cancellations made 60 OR MORE days before your saved date can receive full credit in the form of a gift card.
- Refunds will only be returned in the form of a gift card that can be applied toward dine-in or take-out orders.

Initials_____

TAX & GRATUITY

New Jersey sales tax and 22% gratuity will be automatically added to the bill. Additional gratuity can be added if deemed appropriate by the host. Card payments will incur an additional 3% fee. Check and cash payment avoid this additional fee.

Initials_____

LINENS

- Linen color choice must be confirmed minimum 14 days prior to your event. If a color is not chosen, a "Default" color will be provided.
- Linens are included in all event packages and will be supplied by The Godfather. This includes floor length table clothes, table square & cloth napkins.

Initials_____

MUSIC, ENTERTAINMENT & AUDIO/VISUAL

- Photo slideshows may be presented on our TV only if:
 - Individual photos are collected on to a USB sticks
 - USB stick MUST be received by The Godfather no later than the FRIDAY BEFORE your event to ensure success
- Dance floor area is available only if your party size allows. Additional space may be rented for an additional cost
- You must notify your event planner if you desire to hire a DJ, so that we can properly plan for your event.

Initials _____

PARTY TIMING

- Food packages allow for 3 OR 4 hours.
Please plan your start and end time accordingly

3 HOURS	Brunch	4 HOURS	Cocktail & Buffet
	Cocktail Party		Cocktail & Family Style
	Buffet		Cocktail & Sit Down Dinner
	Family Style		
	Sit Down Dinner		

Addition time with be charged as follows:

- \$500/hr for up to 50 guests
- \$750/hr 100 guests or more

- Surprise parties do not include extra time. Please discuss with your planner if you would like extra time for your party, and scheduling for food to be served
- Standard + Premium liquor packages are priced for 3-hour events. An additional \$10/hour will be added to price per guest.

Initials _____

SET-UP & CLEAN-UP

- DECORATIONS:
 - **Large decorations must be confirmed by your event coordinator.** This is to ensure there is adequate space, and to be able to maintain safety on premise.
 - **Live-flame candles are not allowed.** The Godfather provides electric tealights for your convenience.
 - Clean-up – regarding decorations- of the premises must be completed within 1 hour of the events completion.
 - **Decorations can ONLY be attached to the wall at DESIGNATED areas.** Please inquire about the decorating spaces with your event planner, prior to your event.
 - The Godfather is not responsible for the set-up, removal, or discarding of any decorations. Any loss or damage of any decorations left behind will be the sole responsibility of the group.
 - A minimum of 1 hour is allotted for set-up. Extra time may be given if time and scheduling allow
- LAYOUT:
 - Desired room layout 1 week prior to your event to allow our staff to setup accordingly
 - Seating arrangements must be provided 1 week prior for table settings.

Initials_____

MENU SELECTION

The Godfather will prepare and charge for food based on the final guest count received. Menu selections are the responsibility of the host and must be finalized 14 days prior to the event. Menu selections not finalized within this time frame are subject to a "Default Menu".

Initials_____

- ALL FOOD, DESSERTS & BEVERAGES will be provided by The Godfather. Due to insurance limitations, we cannot accept any outside food or beverages. The Godfather will do their best to accommodate your needs with their resources.
- Menu selection and pricing will be based upon, day, time, & the number of guests you seek to accommodate.
- Notify your event planner with any allergies or dietary restrictions 14 days prior to your event.

GUESTS:

- A rough guest count must be provided 14 days prior to the event to allow for proper planning.
- FINAL guest count must be provided 2-8 days before your event. You will be charged for your final headcount, or the amount of guests in attendance- whichever is greater.
- The minimum number of guests for the Event Room is **30 people**. If the final count on the day your event is less than the minimum requirement, you will be charged for the missing persons. Food can be provided for the difference in the final count and those in actual attendance.
- Please be sure to not invite more than the number provided to us to ensure that all your guests can be accommodated.

Initials _____

EVENT DATE: _____ EVENT START: _____ # OF GUESTS (Invited): _____

CIRCLE ONE: 3-HOUR EVENT 4-HOUR EVENT

PHONE#: _____ EMAIL: _____

I have read and understand the conditions outlined in the Event Agreement. I agree to comply with the stated conditions.

Print Name: _____

Date: _____

Signature: _____