

Rick's Prime Rib House

Banquet Contract

Thank you for choosing Rick's Prime Rib House to host your special event! Our menu, ambiance and impeccable service offers a unique experience for any event. Our staff can assist you with every detail of your banquet, party, meeting, reception, wedding, graduation or other event.

Rick's Prime Rib House offers three event rooms: The East Room, The West Room, and the Grand Ballroom. The minimum/maximum number of guests that can be booked for each room, and the deposit required to reserve each room, are as follows:

East Room- Minimum 20/Maximum 35 - \$100 nonrefundable deposit

West Room- Minimum 30/Maximum 70 - \$100 nonrefundable deposit

Grand Ballroom - Minimum 75/Maximum 225 - \$250 nonrefundable deposit

- \$500 for all wedding receptions

*Under extenuating circumstances, the minimum/maximum numbers above may not apply. If so, details must be confirmed with management.

A minimum count for all event rooms is to be provided to Rick's 6 days before the event.

Your minimum count will provide the minimum balance for your event the day of.

Minimum: _____

Guest Initial: _____

Date: _____

Staff Initial: _____

All deposits are nonrefundable, and will be applied to your final bill. Any balance for banquet events for the East Room and West Room is to be paid on the date of the event.

Any balance for banquet events for the Grand Ballroom is due a minimum of 6 days before the event.

Deposit Paid: _____

Payment Method: _____

Date: _____

Guest Initial: _____

Balance (if known): _____

Staff Initial: _____

Any event being paid by check, personal or cashiers, is to be received a minimum of 10 days before the event.

Guest Initial: _____

Staff Initial: _____

Acceptance of Proposal:

I have received a copy of and read the Rick's Prime Rib House Banquet Contract, including the attached Release and Indemnity Agreement and Banquet Information Sheet. I understand all the terms therein stated during the period of time for set-up, the actual eve and tear down by myself, my guests, suppliers and any other third parties who are present at my request. The price, specifications and conditions are satisfactory and are hereby accepted. Rick's is authorized to provide the services as specified.

Date of Acceptance: _____

Guest Signature: _____

Date of Acceptance: _____

Staff Signature: _____

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Release and Indemnity Agreement

1. The customer, on behalf of the themselves and all customer's guests, expressly agrees to indemnify, release and hold Rick's Prime Rib House ("Restaurant") harmless of, from and against any and all losses, costs of collection, damages, attorney's fees, expenses, and all claims & liability growing out of, or resulting from this agreement, customer and customers 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 foods, and any act of negligence by the Restaurant. The Restaurant 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.
2. Deposits are non-refundable. All deposits must be made before the agreed scheduled dates of the event. If customer neglects to pay on time, the Restaurant reserves the right to cancel customer's function.
3. Customer cancellation within 14 days of the scheduled event will be subject to the greater of the following charges, (a) the minimum food revenue guarantee plus beverages OR (b) the minimum number of guests customer guarantees will be paid for times the lowest priced entrees plus beverages applicable to the confirmed meal period, or the contracted menu plus beverages based on the published menu price the date of cancellation; whichever is greater. Service charge and taxes will be added and the total amount (less the nonrefundable deposits paid to date) is due and payable by the customer within three days of cancellation.
4. Prices DO NOT include Federal, State and Municipal taxes, which may be applicable. An 18% service charge will be added to the prices, and then all applicable taxes will be added, including sales tax. Prices are subject to change prior to the function.
5. A signed copy of the banquet contract, the final guarantee of guest count and your menu selections must be received by Rick's 10 days prior to your event.
6. Customer agrees to be responsible for any and all liability and damages done to the premise during the period of time for setup, the actual event, and tear down by customers, customer's guests and customer's suppliers and other third parties who are present at customer's request.
7. Rick's will not assume any responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following the event, including but not limited to personal articles, cake decorations, pillars, dividers and cake tops.
8. Decorations and decorative materials, including candles, must conform to local fire department regulations; it is expressly prohibited for banners, or materials of any kind to be affixed to the ceilings, walls or partitions in any of the rooms without prior management approval. Use of paper confetti, rice, birdseed etc. is not permitted inside or outside the building. Customer assumes responsibility for guests in this matter. If the aforesaid mentioned items or materials are used, customer agrees to pay a \$250 cleaning charge.
9. All sums not paid in full when due will bear interest at the highest rate of interest allowed by law until paid in full. Rick's will also be entitled to recover all costs associated with the collection of any sums due, including court costs and attorney fees.
10. Severability. Should any portion of the agreement be found to be invalid by a court of law, the validity of that portion of the agreement shall not affect the validity of the remaining portions, which shall remain in full force and affect.
11. No food or beverage may be brought onto the premises or related area without prior written approval by Rick's Management.
12. Other services available: Rick's can assist with flowers, audio/visual equipment, music and decorations. Please inquire with the staff for more information on these services.

Customer Signature: _____ Date: _____

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Final meal choices are due ten days prior to the event.

A minimum count for all event rooms due six days before the event.

Your minimum count will provide the minimum balance for your event the day of.

Any balance for banquet events for the Grand Ballroom is due a minimum of six days before the event.

Any balance for banquet events for the East Room or West Room is due on the date of the event.

Any event being paid by check, personal or cashiers, is to be received a minimum of ten days before the event.

Name: _____

Phone: _____

Room Requested: _____

Event Type: _____

Event Date: _____

Event Time: _____

Estimated Guest Count: _____

Minimum Count: _____

Menu Selection: _____

 BUFFET or SIT-DOWN or FAMILY STYLE

Beverage Package (if any): _____

Additional Needs: (Projector, music, flowers, etc.)

Guest Initial: _____

Staff Initial: _____