

## Terra Mediterranean Large Reservation, Private Dining, & Event Contract

Terra Mediterranean reserves the right to place your group in a suitably sized space within the restaurant, based on the size of your group. Terra Mediterranean cannot guarantee specific rooms in advance unless Deposits, Food & Beverage Minimums and Terms & Conditions are met and adhered to.

A/V equipment or music must be provided by the client. Pre event meetings and/or requests to view the event space must be done in advance and is granted by request only. Access to the event space will not be granted while other parties are setting up the room or using the room. Early arrival to decorate the event space is granted by request only and must be coordinated with a Manager or Event Coordinator ahead of time.

Confetti/Glitter type materials, nails, or taping materials to the wall or furniture are not allowed. We reserve the right to charge guests the cost of rectifying damage or excessive cleaning (\$250 cleaning fee), caused by the deliberate, negligent or reckless act to our event space and/or furnishings. Should this damage come to light after guests have departed, we reserve the right to make a charge to the guest's credit/debit card on file, or send an invoice for the amount to the registered address. Clients will be held responsible for decorations and setup done on their behalf by outside vendors.

***Parties upstairs must remain upstairs (unless utilizing the buffet downstairs). Children must be accompanied to the buffet line at all times. Children are not to play in the elevator or the stairwell. If children are playing in the elevator and they cause the elevator to malfunction you will be charged the service call fee of \$450.00.***

### **Menu & Headcount Requirements:**

All changes and additions to menu choices must be finalized at least 2 days prior to your event.

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 48 HOURS OF EVENT.

IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER, THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. IF THE ATTENDANCE IS HIGHER THAN THE GUARANTEED NUMBER, TERRA MEDITERRANEAN WILL CHARGE FOR ADDITIONAL GUESTS.

### **Terms & Conditions:**

- **Deposits:** In order to secure your event date, a credit card number is required for all reservations of 20 or more and if you are reserving one of our private dining rooms (regardless of the number of people).

A deposit of \$250.00 is required. This deposit is non-refundable. Your deposit cannot be moved to another date, time, or room. Your deposit will be applied towards final payment on the day of event.

- **Minimums & Cancellation Policy:** Your deposit is non-refundable. If you cancel within 72 hour before your event time, you will be responsible for the entire F&B Minimum. Your card on file will be charged for the entire F & B Minimum minus any deposit paid. You cannot purchase gift cards to meet your F & B Minimum.

Your Food & Beverage Minimum is: \_\_\_\_\_, before tax (8.25%) and gratuity (18% or 20%).

- **Gratuity & Space Rental Fees:** A 18 or 20% gratuity will be reserved for the staff attending your event based on the area reserved. Space Rental Fee is: \_\_\_\_\_. Gratuity for the staff attending your event will be: \_\_\_\_\_.

*Space Rental Fees or charges for additional time are separate and are not included to reach F&B minimums.*

***I have read the above contract and agree to adhere to the terms and conditions as well as any terms and conditions on any contract addendums, which I may sign.***

***By signing below I am allowing Terra Mediterranean to process my credit card for the deposit.***

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

Credit card number: \_\_\_\_\_

Client Name Printed: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV Number: \_\_\_\_\_

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

Client Address: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Space Reserved: \_\_\_\_\_