

RANGE

Event Client: Finance Authority of Maine
Event Contact: Jennifer Lanphear
Event Time: 6:30 PM
Food & Beverage Minimum: \$1,500.00

Event Date: Wednesday, October 25th 2017
Event Contact Number: 207-620- 3548
Guaranteed Guest Count: 45
Deposit: \$200.00

Name (As it appears on card):

Jennifer Lanphear

Billing Address:

FAME PO BOX 949 AUGUSTA, ME 04332

Credit Card Number:

5474 8700 1961 3126

Expiration:

06/20

Notes:

Mark French, NASSGAP Treasurer will pay the remaining balance on the event date.

Please charge the above credit card for full payment of the final bill at the conclusion of the event.

Reservation Policy: All private dining reservations are considered tentative until we receive a signed copy of this contract and a deposit if required. A guaranteed guest count is due 48 hours in advance. The host will be charged for the guaranteed guest count or actual number in attendance, whichever is greater.

Menu: All menu prices are quoted without sales tax or gratuity included. Menu items are subject to change based on the availability of seasonal items. Preselected menus must be submitted at least 5 days in advance to guarantee that selections will be available for parties. Any pre-selected wines must be provided at least 7 days in advance. Once menu is selected, a Banquet Event Order—detailing selections and pricing will be sent, which must be signed and approved by party host.

Food & Beverage Minimums: The total bill must meet the food and beverage minimum before 10% tax and 20% gratuity to reserve the specified event space. If the minimum is not met, the balance will be charged at the conclusion of the event. The minimum must be reached by items consumed in house. Items such as food to go, gift certificates and retail items do not count towards the room minimum.

Cancellation Policy: Reservations must be cancelled two weeks prior to the event. If the reservation is not cancelled two weeks prior to the event, the full minimum, plus tax, gratuity and fees will be charged to the credit card on file. If there is no minimum or pre-selected menu, all no-shows will be billed \$50 per person for dinner and \$25 per person for lunch.

Outside Food and Beverage: Food of any kind may not be brought into the restaurant from an outside source without prior approval from the General Manager. Specialty cakes can be sliced and served with ice cream for a \$3 per person fee. Alcoholic beverages, including wine, may not be brought into the restaurant for private events.

Outside Rentals and Audio Visual Equipment: If rental equipment or additional audio visual equipment are required, client will incur all applicable fees. All charges will be discussed with the client prior to the event.

Alcohol & Liability: Alcohol will not be served to anyone under 21 years old and reserves the right to refuse service to anyone at the event. The restaurant is not responsible for loss or damage to any property brought into or left in the restaurant by the client and/or their guests.

Payment Policy: All food and beverage purchases must remain on one check. Only one form of payment will be allowed. Final payment is due at the conclusion of the event. No personal checks are accepted. All company checks require pre-approval.

I have read and agree to follow all of the Private Dining Guide terms and conditions. My signature below will act as my acknowledgement of all of the conditions, as well as authorization to charge any event deposit or cancellation fee associated with the reservation.

Authorized Signature: Jennifer Lanphear

Date: 8/28/2017

Printed Name: Jennifer Lanphear