



Banquet/Special Event Contract

Name: _____

Contact: _____

Address: _____

Phone Number: _____

Date of Event: _____

Time of Event: _____

Number of Guests: _____

Occasion: _____

Type of Bar: Cash___ Open___

Do you anticipate that any guests will be unable to climb the stairs and will need to use our chair-lift? Yes___ No___

- The final number of guests for your party must be confirmed the Monday prior to the event. If fewer guests attend than were confirmed, *you will be charged for the confirmed number*. If more guests attend than were confirmed, you will be charged for the number that attend. Also, please be aware that we prepare food based on the confirmed number attending and we may be unable to accommodate everyone should significantly more people attend than are confirmed.
- If you will not be responsible for paying for the party, you should give a copy of this contract to whoever will be paying.
- There will be a 2% service charge for any party paid with a credit card.
- Prices include room rental and are subject to 9% MS sales tax, 15% gratuity, and 5% setup fee.
- There is a \$3500 sales minimum to close the entire bar for the evening and a \$6500 sales minimum to close the entire Downtown Grill. This minimum must be met before the tax, gratuity, and setup fee are added.
- The sale and service of alcoholic beverages is regulated by the MS State Alcohol Beverage Control Board and as a licensee, Downtown Grill, Inc. will not serve alcohol to anyone under the age of 21 at any time. All guests will be required to provide proper identification upon request. Downtown Grill, Inc. reserves the right to discontinue alcohol service at the management's discretion at any time.

By signing this contract, you acknowledge that you have read and understand the above stipulations. If you have any questions, please contact Peggy Smith, Special Events Coordinator- Tel: 662-234-8035, Fax: 662-281-8179, email: peggydtg@hotmail.com.

Guest Signature: _____ **Date:** _____

(DTG only) Deposit Paid? Y___ N___ Amount \$_____ Date Paid _____