

The Outside Inn

Private Dining & Catering Agreement

General Information

Our private dining room can accommodate up to 24 guests for a sit down function or 40 for cocktails and appetizers reception. The private dining room can to be easily converted into a conference space with all of the audio-visual enhancements necessary for conferences, meetings or presentations. We pride ourselves with taking attention to detail in every aspect of the dining experience. Our management team and staff are very well trained and passionate about giving each of our guests an exceptional experience.

Food and Beverage Minimum:

There is a food and beverage minimum for all private dining room reservations.

Tuesday – Sunday (11am-2pm) - \$200 Tuesday- Thursday (4pm- 9pm) - \$500

Friday and Saturday (4pm-9pm) – \$750

You will only be billed for consumption of food, beverage, wine, liquor, beer, and pre-arranged agreement on decorations. If you fail to meet the food and beverage minimum you will be subjected to a room rental charge to make up the difference. The guaranteed minimum only applies to food and beverages consumed on the premises at the time of the event. The minimums do not include gratuity, service charges or taxes.

Catering Menus: We feature appetizer and buffet catering menus all of the menus will vary throughout the seasons based on product availability and quality.

Delivery: We are happy to deliver any of your catering food to your home or office a 20.00 delivery charge will be applied to your final bill, if you would like us to deliver to you.

Decorations: You may decorate our private dining room up to one hour prior to your event, but we do not allow any tapes or adhesives to be applied to our

walls. There is a \$20.00 clean up fee to clean any leftover decorations, such as confetti, glitter, etc.

Guaranteed Guest Count: A guaranteed guest count must be provided at the time of the contractual agreement for our plated dinner parties. This number must be no less than 15% of the projected number of attendees. Your guaranteed minimum guest count must be confirmed at least 2 days (48 hours) prior to your event. The confirmed guest count will be used as the minimum in finalizing your bill.

Deposit: A \$100.00 refundable deposit is necessary for the reservation of the private dining room. The private dining will only be reserved once we receive a deposit and this agreement is signed. We accept cash, American Express, MasterCard, Visa, and Discover as a form of a deposit. The deposit will only be charged if you cancel your event within 14 days of your event. One check is preferred for private dining events to eliminate confusion amongst guests and staff. If you need separate checks, please inform of this request at time of signing this agreement.

Cancellations Written cancellation must be provided two weeks prior to the date of the event to receive a deposit refund. Cancellation within fourteen days (14) to the party or a no show is considered a breach of contract. Your credit card will be charged the room minimum \$_____.

I agree to the following terms, set by The Outside Inn.

Name _____

Signature _____ Phone Number

Today's Date ____/____/ 20____

Event Date ____/____/ 20____ 72 Hour Notice Date ____/ ____/ 20____

Private Dining Room Deposit

Today's Date _____

Thank you for choosing The Outside Inn for your next event.

First Name _____ Last Name _____

Telephone Number:(____)____-____ Email _____

Address: _____

Billing Address _____

City: _____ State: _____ Zip: _____

Credit Card Type _____

Credit Card Number: _____

Expiration Date: _____

Date of event _____

Deposits are non-refundable in the event of cancellation less than two weeks of schedule date.

Comments: