



PRIVATE DINING CONTRACT

** please fill-in and initial all applicable highlighted areas, thank you*

Private Dining Event Title: _____
Contact Name: _____
Contact Phone Number: _____ **Email:** _____
Date of Event: _____ **Day:** _____ **Projected Attendance:** _____ **Start time:** _____

I understand that the minimum spend in food, alcohol and beverage that must be met for my event (**before taxes, gratuity, additional charges and rentals**) is \$ _____ (Dinner Sun-Th=\$1000 Fri-Sat=\$1500/Lunch 7 Days/Week=\$600). _____ **(initial)**

Upon execution of this contract I am committed to a payment of **25%** of the minimum charge which is non-negotiable and will be charged to the credit card on file in the event of cancellation. _____ **(initial)**

Further, if cancellation should occur less than two weeks prior to the event date, it will result in an additional charge of **25%** of the minimum charge, bringing the total amount charged for cancellation to **50%** of the minimum spend requirement, which would in this instance amount to: \$ _____ _____ **(initial)**

I understand that I must send cancellation via email (office@grunauerkc.com) and will receive an email confirmation back. _____ **(initial)**

I agree that Missouri Sales tax will be added to the food, alcohol and beverage total OR the minimum spend requirement, **whichever is higher**. _____ **(initial)**

I understand that a 20% gratuity is suggested, customary and at my discretion to add to the event total. _____ **(initial)**

If I am a tax-exempt entity, my tax exemption letter must accompany this contract. _____ **(initial)**

I will give final guest count via email (office@grunauerkc.com) by 10:00am three business days prior to the event. _____ **(initial)**

I understand the final charge is based on the final guest count as it appears herein or as is dictated in a confirmed e-mail prior to the event **OR** the actual number of guests present at event, whichever is **higher**. _____ **(initial)**

I would like the sign at the room entrance to read: _____
(Ex: *Callahan Autoparts Dinner* or *Windsor-Middleton Wedding Party*) _____ **(initial)**



**FOR OFFICE USE ONLY - PLEASE DO NOT FILL THE BELOW OUT
PLEASE CALL 816-283-3234 TO DELVIER BILLABLE CREDIT CARD INFO BY PHONE**

Name on Credit Card: _____

Card Number: _____ *Expiration date:* _____

Billing Address: _____

I authorize Grunauer to charge the above credit card with the cancellation fee, if applicable, based upon the terms stated above. I agree to be responsible for payment, in full, at the time of the event. The credit card listed above will be charged in full for my Private Dining Banquet Event occurring on [redacted] unless I provide another mode of payment upon receiving the bill.

Card Holder's Signature: [redacted] **Today's Date:** [redacted]

I agree to the terms and conditions of this PRIVATE DINING CONTRACT, PRIVATE DINING MENU CONTRACT, PRIVATE DINING ALCOHOL CONTRACT AND PRIVATE DINING REQUIREMENTS CONTRACT:

Sign: [redacted] **Date:** [redacted]



PRIVATE DINING MENU SELECTIONS

I authorize Grünauer to plan for [redacted] guests total, [redacted] of which are vegetarian, and [redacted] of which are children for our event. This authorized number, or the total diners present on the night of the event, **whichever is higher** shall serve as the final billable total. If the number is to be lower than indicated herein, then the count must be sent via email (office@grunauerkc.com) no later than 10:00 am three business days prior to the date of the event. [redacted] (initial)

I understand that menu package/food prices do not yet include taxes (if not exempt) and gratuity (customary and suggested at 20% The suggested gratuity will be indicated on the card authorization receipt by staff) [redacted] (initial)

[x] PLATED DINNER SERVICE - Prix Fixe Menu Selection \$35/\$50/\$65 or modified @ \$_____ (circle one) per person [redacted] (initial)

[x] *BUFFET DINNER SERVICE (*not available at the \$65/guest package tier*) - Prix Fixe Menu Selection served \$35/\$50 or modified @ \$_____ (circle one) per person [redacted] (initial) *"*Buffet style" means the kitchen prepares, in its estimation, a "reasonable" amount of food for the projected attendance. It is not a "bottomless buffet."*

***Appetizer Course Choice:** (if applicable, served buffet style. Buffet appetizers are not a limitless buffet, rather they are portioned so as to allot a fair and reasonable amount for each guest listed in attendance)

*** Salad Course Choice:**

*** Entrée Course Choice:**

*** Dessert Course Choice:**



PRIVATE DINING ALCOHOL CONTRACT

(Please select one of the following packages)

Open Bar Package #1 - “Premiums Plus” Package - \$50 per person

* Combined bar/food package to be paid for with a credit card at the end of the event.

-- If host is covering bar package cost, may the guests order beyond beverages listed below?

i.e. drinks made by the downstairs bar – sometimes people want an Amaretto Sour, for example

Yes OR No

Beer

*Guests may order unlimited bottled beer from the following:

Hofbräu Dunkel, Hofbräu Hefeweizen, Hofbräu Original, Miller Lite, KC Pilsner, Boulevard Unfiltered Wheat

Wine

*Guests may order unlimited wine by the glass with a selection of:

Reds

- **Bartender’s Selection** – *Most likely a Merlot or Pinot Noir*
- **Grünauer Esterházy Blaufränkisch** – *Burgenland, AT (or comparable Austrian varietal)*
- **Bottle Choice** – *Choose one bottle from white wines by the glass list*

Whites

- **Bartender’s Selection** – *Most likely a Chardonnay or Riesling*
- **Grünauer Esterházy Grüner Veltliner** – *Burgenland, AT (or comparable Austrian varietal)*
- **Bottle Choice** – *Choose one bottle from white wines by the glass list*

*Guests may order unlimited cocktails with a selection of:

Premium Alcohol

(Maker’s Mark, Tanqueray Gin, Johnny Walker Black Scotch, Masuave Tequila, Goslings Rum, Ketel One Vodka)



__[x] **Open Bar Package #2 - “Premium Wells” Package - \$35 per person**

* Combined bar/food package to be paid for with a credit card at the end of the event.

-- If host is covering bar pkg cost, may the guests order beyond beverages listed below?

i.e. drinks made by the downstairs bar – sometimes people want an Amaretto Sour, for example

Yes OR No

Beer

*Guests may order unlimited bottled beer from the following selections:

Hofbräu Dunkel, Hofbräu Hefeweizen, Hofbräu Original, KC Pils, Boulevard Unfiltered Wheat, Miller Lite

Wine

*Guests may order unlimited wine by the glass with a selection of:

Reds

- **Bartender’s Selection** – *Most likely a Merlot or Pinot Noir*
- **Grünauer Esterházy Blaufränkisch** – Burgenland, AT (*or comparable Austrian varietal*)

Whites

- **Bartender’s Selection** – *Most likely a Chardonnay or Riesling*
- **Grünauer Esterházy Grüner Veltliner** – Burgenland, AT (*or comparable Austrian varietal*)

*Guests may order unlimited cocktails with a selection of:

Premium Alcohol

(Nue Vodka, Diamond Rum, Gordon’s Gin, Cutty Sark Scotch, Four Roses Bourbon)

Open Bar Package #3 - “Beer & Wine Only” Package - \$25 per person

* Combined bar/food package to be paid for with a credit card at the end of the event.

-- If host is covering bar pkg cost, may the guests order beyond beverages listed below?

i.e. drinks made by the downstairs bar – sometimes people want an Amaretto Sour, for example

Yes OR No

Beer

*Guests may order unlimited bottled beer from the following selections:

Hofbräu Dunkel, Hofbräu Hefeweizen, Hofbräu Original, KC Pils, Boulevard Unfiltered Wheat, Miller Lite

Wine

*Guests may order unlimited wine by the glass with a selection of:

Reds

- **Grünauer Esterházy Blaufränkisch** – Burgenland, AT (*or comparable Austrian varietal*)

Whites

- **Grünauer Esterházy Grüner Veltliner** – Burgenland, AT (*or comparable Austrian varietal*)

* ***Guests wishing to order drinks not featured as an option on either of the first two drink packages selected will have the opportunity to do so. The additional cost per drink at menu price will be added to the final credit card charge for the event total.***

Yes OR No



RUNNING TAB By-the-bottle (circle desired available options) BEER and/or WINE and/or LIQUOR package – Guests may order from the selection of beer/wine/liquor choices listed below. Executor of this contract will pay for total number of bottles opened at the conclusion of the event with the same credit card paying for food.

AVAILABLE BOTTLED BEERS:

Hofbräu Dunkel, Hofbräu Hefeweizen, Hofbräu Original, KC Pils, Boulevard Unfiltered Wheat, Miller Lite

Reds

- **Bartender’s Selection** – *Most likely a Merlot, Pinot or Cabernet blend*
- **Grünauer Esterházy Blaufränkisch** – *Burgenland, AT (or comparable Austrian varietal)*

Whites

- **Bartender’s Selection** – *Most likely a Chardonnay or Riesling*
- **Grünauer Esterházy Grüner Veltliner** – *Burgenland, AT (or comparable Austrian varietal)*

AVAILABLE PREMIUM WELL LIQUORS:

Nue Vodka, Diamond Rum, Gordon’s Gin, Cutty Sark Scotch, Four Roses Bourbon

CASH BAR PACKAGE IN PRIVATE DINING ROOM - Guests may order drinks as they wish, to be paid for on their own tabs and ordered from the selection of bottled beer, wine and select liquor options as outlined in the “Premium Wells Package” on page four of this contract. The guest must select below, which options they do/do not want available at the cash bar. The executor of this contract elects not to cover alcoholic beverages as an expense.

- SELECTED BOTTLED BEERS/WINE/LIQUOR:
- SELECTED BOTTLED BEER/WINE only
- SELECTED BOTTLED WINE only

Guests’ responsibility in Wunderbar- Guests may order drinks as they wish, to be paid for on their own tabs and ordered at the downstairs Wunderbar. The executor of this contract elects not to cover alcoholic beverages as an expense.

Customized Packaged (please outline details here:)



PRIVATE DINING REQUIREMENTS CONTRACT

I do not request any *special* set up, clean up, or decorations by Grunauer KC (tents, banners, etc), though I can set those things up on my own with Grunauer KC’s permission. I understand that confetti is strictly prohibited on restaurant grounds. I agree that if any additional requests are made, I will pay the balance of those total charges. I also agree to pay for any damages, which occurred during our event, by guests of our event, made to the Private Dining Room or restaurant equipment use within. (initial)

I wish to make use of the Vienna Zimmer’s 65” flat screen television and sound system for A/V presentation (**SUGGESTED:** please make arrangements to check A/V presentations with equipment here at the restaurant at least one day in advance of event) (initial)

I will bring my own wine (subject to \$15 corkage fee/ bottle) (initial)

I wish to bring my own cake and will provide cutting and service utensils (initial)

Seating Arrangement Specification (if left blank will be left to discretion of service staff) I request circular style table seating (six guests max per circular table) tables of guests per table (initial)

Bar Package Responsibility I understand that the Grünauer staff reserves the right to withhold alcohol sales and service from anyone who, at staff’s discretion, is deemed inappropriate/unsafe to continue serving, regardless of the bar plan purchased or the guest’s or hosts’ desire. We do not pour “shots” as part of an open bar package. We work to create a safe, congenial environment in which to celebrate and appreciate your help in achieving this. (initial)

I understand that this contract entitles my party to room usage for up to **THREE CONSECUTIVE HOURS**, starting at pm. and ending at pm. (initial)

If I wish to continue to use the room beyond the allotted three hours I agree to pay an additional \$250 per half-hour room-usage fee, for time exceeding the allotted three hour window, to be added onto the event total and payable along with the food and beverage total. (initial)

THANK YOU
We look forward to having you with us!