GRÜNAUER

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

PRIVATE DINING CONTRACT

I understand that the minimum in food, alcohol and beverage that must be met for my event **(before taxes, gratuity, additional charges and rentals)** is $_____(Dinner Sun-Th=$1500 Fri-Sat=$2500/Lunch 7 Days/Week=$500). I understand that if I cancel less than two weeks prior to the event date, it will result in a cancellation fee of 50% of the minimum charge which in this case amt. to:$_____I understand that I must send cancellation via email (office@grunauerkc.com) and will receive an email confirmation back. Also, 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) A 20% gratuity is suggested and customary _____(initial) If I am a tax exempt entity, my tax exemption letter is attached to this contract. _____(initial

I will give final guest count via email (office@grunauerkc.com) by 10:00am three business days prior to the event. 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**. I agree that I will specify my menu selection and estimated guest count on the PRIVATE DINING MENU CONTRACT. _____(initial) I will specify and agree to the alcohol options in the PRIVATE DINING ALCOHOL CONTRACT, whether there is a bar package or not. _____(initial)

AUTHORIZED CREDIT CARD

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 on _____ unless I provide another mode of payment upon receiving the bill.
Card Holder's Signature: _____ **Today's Date:** _____

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:_____ **Date:** _____

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PRIVATE DINING MENU CONTRACT

I authorize Grünauer to plan for ____ guests total, ____ of which are vegetarian, and ____ of which are children for our event. This number, or the total diners present on the night of the event, **whichever is higher** shall serve as the final billable guest. If the number is to be lower, 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 as per my contract on file. _____ **(initial)**

I will inform guests ahead of the event if, and how much, they will be responsible for payment of drinks and/or food. _____**(initial)**

I understand that menu package/food prices do not yet include taxes (if not exempt) and gratuity (customary and suggested at 20%)_____**(initial)**

__[x] Prix Fixe Menu Selection-served <u>plated</u> $50/guest or modified @/guest $_____   _____**(initial)**

      *Appetizers (if applicable) served ____ [x] buffet style during cocktails
                      OR ____ [x] served at the table when the guests sit

      * Entrée Course Choice:
      (Please list your three selections from the menu packages packet and any special requests here)

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PRIVATE DINING ALCOHOL CONTRACT
(Please select one of the following packages)

__[x] **Open Bar - *"Premium Wells" Package* - $35 per person**
* Combined bar/food package to be paid for with a credit card at the end of the event.

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:

Two Reds
- **Bartender's Selection –** *Most likely a Merlot, Pinot or Cabernet blend*

Two Whites
- **Bartender's Selection –** *Most likely a Chardonnay or Riesling*
- **2012 Grünauer Esterházy Grüner Veltliner – Burgenland, AT**

Premium Alcohol
*Guests may order unlimited cocktails with a selection of:

(Bartender's selection subject to change due availability: Nue Vodka, Shellback Rum, Gordon's Gin, Cutty Sark Scotch, Tequila Cabeza, Four Roses Bourbon)

_____ **(initial)**

PRIVATE DINING ALCOHOL CONTRACT

__[x] **Open Bar III** *"BEER AND WINE" Package -* **$25 per person**
       * Combined bar/food package to be paid for with a credit card at the end of the event.

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:

Two Reds
- **Bartender's Selection –** *Most likely a Merlot, Pinot or Cabernet blend*

Two Whites
- **Bartender's Selection –** *Most likely a Chardonnay, Pinot Blanc or Riesling*

*   *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   _____ **(initial)**

PRIVATE DINING ALCOHOL CONTRACT

__[x]   *RUNNING TAB By-the-bottle (circle desired available options) BEER and/or WINE and/or LIQUOR package* – Guests may order from a selection of beer/wine/liquor choices. 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.

__[x]   *CASH BAR PACKAGE* - 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

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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 (subject to $35 storing/cutting/plating fee) _____ **(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)**

I understand that I will not be charged for the room usage for up to **THREE CONSECUTIVE HOURS**, starting at____ **pm**. and ending at _____**pm.** I agree to pay an additional $500 per hour (prorated per minute) for time exceeding the allotted three hour window. _____ **(initial)**

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

_____ **(initial)**