



EVENT CONTRACT

FAX 509-777-3905

Thank you for booking your Event at the Steam Plant Grill. To ensure a successful event, please review the following policies that have been established regarding your private party. This signed contract along with your credit card number confirms the private room requested for your reservation. Until a signed contract with a credit card number has been received the room is not guaranteed and is subject to booking by another party.

RESERVATIONS: A credit card is required to reserve any private area. Using a credit card number pre-authorizes the Steam Plant Grill to charge a \$100.00 cancellation fee to that card in case of an untimely cancellation. _____Initial

CANCELLATIONS: Cancellations must be received no less than one week prior to your event or you will be charged for all food and services rendered. The Steam Plant Grill reserves the right to charge a \$100.00 cancellation fee if the event is cancelled with less than one week's notice. In the event that your contact information changes, you are responsible for contacting us with the updated information as soon as known. _____Initial

MENUS: Groups exceeding 15 guests must order from a set menu containing a maximum of one first course selection and three entrée selections. (Customized menus may vary.) Groups with 15 or less guests may order from our regular menu. Final guest count and entree counts must be provided to the Event Coordinator 3 business days prior to the event. _____Initial

PAYMENT: Payment is due at the completion of your event. All charges must be applied to a single form of payment. The Steam Plant Grill will not be responsible for collecting from individuals. _____Initial

GRATUITY: All food, beverage and fees are subject to an 18% gratuity charge and a 4% planning fee. _____Initial

ROOM MINIMUM: Each room is subject to a room minimum. You will be responsible for the room minimum should your final bill not meet that amount. Please verify what your room minimum is with the Event Coordinator. _____Initial

MISCELLANEOUS FEES: Corkage fee for each bottle of wine or champagne you bring in is \$10.00. Cake cutting is \$.50 per person. Private bar set up is \$50.00. _____Initial

ALCOHOL SERVICE: The Steam Plant Grill follows all Washington State liquor laws that include, but are not limited to, serving minors and visibly intoxicated persons alcoholic beverages. _____Initial

LIABILITY: The Steam Plant Grill does not assume any responsibility for guests' personal property. Once food is removed from the premises after your event, the Steam Plant Grill is no longer liable for product quality. _____Initial

DAMAGES: You will be held responsible for any and all damages to our property, if caused by a member of your party during your Event. _____Initial

By signing below, I acknowledge that I have read, understand and consent to the conditions of payment and service.

NAME _____ TODAY'S DATE _____
EVENT DATE _____ EVENT DAY _____ TIME _____
ROOM NAME _____ ROOM MINIMUM \$ _____
CREDIT CARD # _____ EXP _____
AUTHORIZED SIGNATURE _____
PRINT AUTHORIZED SIGNATURE _____
STEAM PLANT GRILL ACCEPTANCE _____