Break Point PB Event Contract

Menu Selection:
Menu details must be submitted to the Event Coordinator at least two weeks prior to the event date. All menu items and beverage list prices are subject to change and availability will be guaranteed for 10 days prior to the event date. Our Event Coordinator would be happy to tailor a menu to your specific taste and desires.

Service Charge and Sales Tax:
The banquet prices do not include state and use taxes or gratuities. A 20% service charge will be added to all planned events. Any group or charity that claims tax exempt status must present a letter from the California State Board of Equalization stating the exemption.

Deposits/Billing:
At the time of reserving for the event, a deposit of $500 is required to guarantee the space. For banquet service, 50% of the estimated banquet total is required no later than 14 days in advance of the event (30 days for full buyouts). This deposit is payable by cash, credit card or a company issued check. The remainder of the payment in full is required at the conclusion of the function.

Guarantee:
The guarantee of the number of guests must be provided at the time of booking. A signature indicates the acceptance of this guarantee. The Event Coordinator must be informed of a change of guarantee no later than 10 days prior to the scheduled function. Break Point cannot be responsible for service to more than 5% over the guaranteed number of guests, or within reason.
The current guarantee number for this event is _____
The estimated number of service attendants is _____

Private Party Rental:
For all events with a scheduled departure time, a $300 charge will be added for every 15 minutes or part thereof, that guests remain in the room past the maximum time allowed. Parties requiring unused tables to be removed or rental tables to be brought into Break Point are subject to a minimum labor charge of $100 in addition to any furniture rental fees. All food, alcohol and beverages must be consumed on the premise. Food and alcohol will not be packaged to go. Applicable tax and gratuity will be added to the minimum. In the event the dollar amount does not reach the minimum, the remaining balance will be added to your bill as a room charge. For this event the minimum will be _____

Rentals:

The host is responsible for any rental charges on items needed for an event that are not the property of Break Point or its affiliates. All rentals must be directly ordered by the guest. Billing for rental equipment will be charged by the rental company, these charges do not apply towards the minimum requirement of Break Point for your event. Volume Level is at the discretion of the management.

Time of Arrival:

We reserve the remainder of our restaurant/bar/nightclub around all parties and thus the time of arrival is crucial to the operation of your event and that of our reservations. If for any reason you need to alter the original time of arrival, you must contact the Event Coordinator at least twenty-four hours prior to the event. If no notice is given and your guests arrive at a time different from the original, alterations in service may be necessary. Private room space will not be available until your arrival time.

Cancellations:

In the event of a cancellation, Break Point requires a minimum of seven business days notice (30 days for full buyouts). A cancellation with less than seven business days notice will forfeit the deposit. Cancellations must be made only with the Event Coordinator. Deposits will be refunded within 10 business days. If the cancellation is less than 24 hours prior to the event, you will be responsible for payment of the Food and Beverage minimum plus tax and 20% gratuity. Our Event Coordinator would be happy to assist you in all related arrangements in order to ensure a successful and enjoyable event.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Your signature on this contract submitted by mail, scanned document or in person signifies acceptance of the terms.

Event In:

Event Date:

Arrival Time:

Departure Time:

Event Minimum:

Company:

X_____

Authorized Signature   **Date**