

Fiora's Bottle Shop
888 Westheimer Rd. Houston, #107, TX 77006
info@fiorasbottleshop.com www.fiorasbottleshop.com

Private Party Agreement

Date of Contract: _____

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between Fiora's Bottle Shop, and:

Group/Individual Name: _____ ("Guest")

Contact: _____

Address: _____

Cell: _____

	City	State	Zip
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E.Mail: _____

Email Address: _____

for the following event:

DATE OF EVENT: _____ TYPE OF EVENT: _____

Starting Time of the Event: _____ Ending Time of the Event _____

Estimated Number of Guests: _____ Adults: _____ Children: _____

Reserved Area: _____ Private: Yes No

CLIENT'S INITIALS _____ MANAGER'S INITIALS _____ Page 1 of 6

Terms of the Contract:

Menu Selection

In consultation with Fiora’s Bottle Shop, the Guest shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this contract and initialed by Guest and Fiora’s Bottle Shop.

Room Charges (If Applicable)

In consultation with Fiora’s Bottle Shop, the Guest shall select the area to be reserved for the party. A chart showing the room charges and Guest’s circled selections shall be attached hereto and initialed by Guest and Fiora’s Bottle Shop. The room charge(s) shall be summarized on the Financial Summary herein. Room fees will depend on time and day of the week and year.

Minimum Food and Beverage Requirements

Fiora’s Bottle Shop shall inform the Guest of the minimum amount of food and beverage dollars (if any) the Guest must spend to reserve the room for the Private Event. Room charges are a separate charge and are not calculated into the minimum requirements, but are in addition to. Minimums are set forth in the Financial Summary herein.

Confirmation of Reservation

Confirmation is not made until Fiora’s Bottle Shop receives agreed deposit.

Payment and Method of Payment Deposit

A security deposit equal to 25% of the estimated cost of the final bill, which is set forth in the financial summary herein, is required to secure Guest’s event date and will be applied to your final bill. The balance will be due at the close of the event. For deposit we accept cash, credit card (Visa, MC, Amex and Discover) and company checks.

Final Payment

Final Payment is due at the conclusion of the event. No split checks are permitted. For final payment, we accept cash, credit card (Visa, MC, Amex and Discover).

Cancellation and Deposit Forfeiture Policy

The following cancellation and deposit forfeitures apply:

- Party cancelled 45 calendar days to 31 days before the event: 100% refund of deposit.
 - Party cancelled 30 calendar days to 8 days before the event: 75% refund of deposit.
 - Party cancelled 7 calendar days or less before the event: 0% refund of the deposit.
- Days are measured in 24 hour increments counting backwards from the start time of your event.

Final Guest Count

A FINAL HEAD COUNT of all guests must be provided by 1:00 pm 7 (SEVEN) CALENDAR DAYS prior to Guest's event. This is the number of guests the customer will be charged for in the final bill. Days are measured in 24 hour increments counting backwards from the start time of your event.

If fewer guests attend the event, the customer will still be charged the fixed price per guest based on the final head count. If additional guests attend, the customer will be charged the menu option price per guest.

Final Entree Selections

A FINAL ENTREE SELECTION from the menu option the guest has selected for all the guests, must be submitted to Fiora's Bottle Shop by 1:00pm SEVEN CALENDAR DAYS prior to the event. Days are measured in 24 hour increments counting backwards from the start time of the event.

Amenities and Additional Services Provided at the request of the guest, additional items and services may be provided, if available and feasible. Guest shall check all additional items and services it wishes to purchase on the attached amenities and special services form. Cost estimates for the selections will be included in the 7 Day Financial Summary.

Deliveries

Floral arrangements, musical instruments and wedding/specialty cakes may be delivered to Fiora's Bottle Shop on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. Fiora's Bottle Shop will not be responsible for lost or stolen items brought in by the guest, guests in attendance, or vendors hired by the guest.

Alcoholic Beverages

Fiora's Bottle Shop carries a Wine & Beer license. By law no alcoholic beverages may be brought into the property. In the interest of protecting our patrons and the general public, Fiora's Bottle Shop and its employees have the right to refuse service of alcoholic beverages to any patron or guest who by his or her behavior or appearance is believed to be incapable of tolerating further alcohol consumption.

Credit Card Authorization Form

As the Individual card holder and/or company representative, I hereby authorize this card to be used for the payment required.

Name as it appears on the Card:

Type of Card: VISA MASTERCARD DISCOVER AMEX

Credit Card Number:

Expiration Date:

Security Code:

Zip Code:

I hereby authorize this card to be used for the final payment.

Authorized Signature: _____

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SEVEN (7) DAY FINAL GUEST COUNT AND SPECIAL SERVICES

Final Number of Guests _____

Special Charge 1 (description and cost) _____

Special Charge 2 (description and cost) _____

Special Charge 3 (description and cost) _____

Special Charge 4 (description and cost) _____

Special Charge 5 (description and cost) _____

Add in Total Special Charges Estimate here: _____

Additional costs incurred, additional guests and additional special services or increases to estimated costs of additional services shall be added on to the final bill. Decreases in cost of any additional service shall be deducted from final bill. FINAL PAYMENT IS DUE IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT.

SIGNED _____ (Fiora's Bottle Shop Representative)

SIGNED _____ (Customer)

FOOD MENU

*Sandwiches Served by the Dozen - 3" pre cut pieces.
All Sandwich trays are served with potato chips.*

MORTADELLA – mortadella, prosciutto, capocollo, burrata, aged balsamic drizzle, tomato, olive oil, focaccia, chili pesto spread	\$48
TURKEY – deli style roasted lemon rosemary turkey breast, swiss cheese, tomato, sauerkraut, turmeric goat butter, sourdough, dijon spread	\$40
VEGGIE – marinated grilled eggplants, tabbouleh, hummus, red onion, marinated red bell peppers, olive oil, focaccia, choice of harissa spread	\$36
THE BOQ – boquerones, red bell pepper, tomato, olive oil, burrata, lemon aioli, baguette, lemon aioli	\$50
PAT – crispy prosciutto , arugula, tomato, goat cheese spread, ciabatta, goat cheese spread	\$42
HAM – ham, swiss gruyere, european butter, tomato, side dijon, side cornichons, baguette	\$40
CHICKEN SALAD SLIDERS – house made chicken salad, tarragon, celery, red onions, parsley, sprouts, tomato, brioche	\$38

Served in Pans or on Boards, Full Pan (FP) serves 12; Half Pan (HP) serves 5

HERB SALAD – mint, cilantro, dill, parsley, chives, argula cherry tomatoes, red onion, chickpeas, olive oil, lemon juice,	FP \$110/ HP \$65
PEA 'N MORTADELLA SALAD – peas, mortadella, parsley, feta cheese, lemon zest, olive oil, lemon juice	FP \$144/ HP \$80
TABBOULEH SALAD – parsley, tomato, bulgur, green onions, lime juice, olive oil	FP \$85/ HP \$50
COLD CUT 'N COMPANY – selection of cured meats, cheeses, local bread, 'n company!	FP \$260/ HP \$150
CANNED & COMPANY – mussels in escabeche, yellowfin ventresca, sardinas, navajas razor clams, piquillo pepper with, selection of cheese, baguette, lemon, olives	FP \$350/ HP \$200

Served by Quart, Full Quart (FQ) serves 6; Half Quart (HQ) serves 3

Beet Labneh – Labneh, beet, lemon juice, garlic	FQ \$40/HP \$23
House Made Hummus – pita chips, sliced cucumbers, olives	FQ \$45/HP \$28

GENERAL ROOM CHARGE PRICING

Reservations:

Reservations are for parties of 8 to 15. A deposit or pre-order of \$300 is required to confirm the reservation. We do not take reservations for less than 8 guests and reservations of 16 and more guests will fall under Private Event Blocked Hours due to limited space.

Private Event Blocked Hours/ 2-hour blocks

Up to 45 Guests. Due to the size of our space, private events of more than 45 guests are considered full buyouts.

- Weekdays before 3pm: minimum spend \$750 (additional hours \$400 per)
- Weekdays after 3pm: minimum spend \$900 (additional hours \$500 per)
- Weekends before 3pm: minimum spend \$800 (additional hours \$450 per)
- Weekends after 3pm: minimum spend \$1,100 (additional hours \$600 per)

Full Buyouts

Full buyouts are considered events that are either throughout the entire operation hours or during the block of hours that prevents us from reasonably open to public prior to the event or once the event is over. For example, if the event is from 5pm to 10pm, then it doesn't make sense for us to be open before it or open after it for an hour or two.

- Weekdays: minimum spend \$3,500
- Weekends (Friday, Saturday, Sunday): minimum spend \$4,500