



Event Contract

maize cocina & cocktails

301 North Ave East, Westfield, NJ 07090

Thank you for choosing Maize Cocina & Cocktails for your upcoming event. We look forward to creating a memorable experience for you and your guests!

Event Name: _____

Event Date: _____

Event Hours: _____

Guest Count: _____

EVENT RESERVATION

For your event reservation, there is a food and beverage minimum requirement of [AMOUNT]. In order to secure the reservation, we require a deposit of 50% of this minimum spent. For your group dining, a 20% gratuity will be applied to your bill and a 5% administration fee plus 6.625% NJ State sales tax will be charged additionally.

The administration fee is added to the food, beverage, and any other organized event enhancement services. It is not a gratuity and will not be distributed to the service employees. Rather, the administration fee is retained and applied towards the overhead, operating, and administrative expenses associated with your event. Pursuant to NJ State regulations, we are required to charge sales tax on this fee.

Please note that your reservation is not guaranteed until this agreement is returned to us and the deposit has been received.

Payment of all services, less the deposit amount received, is due in full at the end of the event. Payment will be charged to the credit card on file. We do not accept payment by check.



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EVENT CANCELLATION

Cancellation of an event up to 30 days from said event date will result in a refund of the deposit. Maize Cocina and Cocktails will retain the deposit and apply to a future event if canceled between 15 to 30 days prior to the event date. An event canceled within 14 days of the event will forfeit the deposit unless Maize Cocina & Cocktails re-books the room and then the deposit will be retained and applied to a future event.

FINAL GUEST COUNT

Your final guaranteed guest count is due 72 hours prior to your event for billing purposes. If a final guarantee is not provided, the guest count provided on the contract will be used as your guarantee. You will be charged for the guaranteed number if guests or number of guests in attendance, whichever is greater.

OUTSIDE FOOD AND BEVERAGES

Maize Cocina & Cocktails is the sole supplier of food, beverage, goods, and services on our premises. No outside goods or services will be permitted without the written consent of the restaurant management.

While our policy is strict, we understand that in some special occasion, the client would like to bring a specific bottle or cake to celebrate a special occasion, please be aware that a cutting cake fee of \$2.95 per guest or a \$40 corkage fee per bottle will be applied to the final check.

NO SMOKING AND ALCOHOL POLICIES

No smoking is permitted on the premises. The host is responsible for ensuring that all of its guests comply with applicable alcohol related laws and regulations. Maize Cocina and Cocktails reserves the right to refuse beverage service to any person under the legal drinking age or who cannot provide proof of age. Admission to Maize Cocina & Cocktails will be refused to anyone deemed intoxicated or unruly. Alcoholic beverages will not be given or sold to anyone deemed intoxicated or unruly. Alcoholic beverages will not be given or sold to anyone deemed intoxicated or unruly, or to anyone under 21 years of age.



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LIABILITIES

Maize Cocina and Cocktails will not be held responsible for any injury sustained by clients' guests, or anyone employed by the client while on premises of Maize Cocina & Cocktails. The Client agrees to indemnify, defend, and hold harmless Maize Cocina & Cocktails from all damages, loss, theft, property damage or personal injury claims (including costs and reasonable attorneys' fees) arising from any incident that may occur during the course of the private dining event or in connection with Client's breach of this Agreement.

By signing this form, you are agreeing to the guidelines above and authorizing Essential by Christophe to process the deposit amount against your credit card as well as any other charges and fees set forth in this agreement.

Name: _____

Signature: _____

Date: _____



Credit Card Authorization Form
Maize Cocina & Cocktails
301 North Ave East, Westfield, NJ 07090

Card Type: Amex Visa Mastercard Discover

Credit Card Name: _____

Credit Card Number: _____

Exp: _____

CVV: _____

Billing Address: _____

Date: _____

By signing this form, I authorize Maize Cocina and Cocktails to process the amount against my credit card as well as any other charges and fees set forth in this agreement.

Signature of Cardholder: _____