



233 Haddon Avenue, Westmont, NJ 08108
 Phone: (856) 833-9233 parties@trenopizzabar.com

2021 Event Contract

Contact Name: _____ Phone#: _____
 Date of Event: _____ Start Time: _____ End Time: _____
 Event Type: _____ Number of Guests: _____
 Room (Dining/Lounge/Full Patio): _____

DISCLAIMERS:

Deposit:

A deposit in the amount of 10% of the minimum charges for your designated party day/time is due upon signing of this agreement (see chart below for reference). Your deposit will be applied to balance. The deposit becomes non-refundable two weeks prior to the event date.

Menu + Add-Ons:

All menus should be finalized one week prior to event, including add-ons such as linen rentals.

Cancellation Policy:

If you need to cancel your event, you may contact the Event Coordinator or Manager on-duty no later than **(2) weeks** prior to event. In the event that this does not occur, you will be charged for the minimum of the function. This agreement is void if the event cannot be performed due to uncontrolled circumstances. In this case, deposits will be refunded in full.

Guarantee Policy:

A final head count should be provided one week prior to event. If we are not notified of the appropriate guest count 48 hours prior to event, the amount indicated on the contract will be considered the guaranteed number and we will charge accordingly. All food and beverage is subject to applicable taxes. Prices are subject to change and will be confirmed 2 days prior to event.

Minimum Charges: There are minimum Food and Beverage charges that apply, depending on the day & daypart selected. These charges are outlined in the table below and **do not include 6.625% sales tax and 20% suggested gratuity**. Minimums are subject to change and will be confirmed **60 days** prior to your function. **The Food & Beverage minimum is not a separate rental or administrative charge. It is the minimum amount required to be spent on food, alcohol, and non-alcoholic beverages.**

DAYTIME (12 PM – 4 PM):

Parties are typically booked in 3-hour increments

| | Half Patio (Dining) | Half Patio (Lounge) | Entire Patio |
|--------------|---------------------|---------------------|--------------|
| Mon - Friday | \$1,000 | \$1,000 | \$2,000 |
| Sat & Sun | \$1,500 | \$1,500 | \$3,000 |

EVENING (4 PM & later):

Parties are typically booked in 3-hour increments

| | Half Patio (Dining) | Half Patio (Lounge) | Entire Patio |
|------------|---------------------|---------------------|--------------|
| Mon & Tues | \$1,500 | \$1,500 | \$3,000 |
| Weds - Sun | \$3,000 | \$3,000 | \$6,000 |

NOTE: All food and beverage is subject to applicable state sales tax. Prices are subject to change and will be confirmed **2 days** prior to your function. **Tax Exempt Organizations** must furnish a certificate of exemption to restaurant prior to event. This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or service specified cannot be furnished for any reason due to such circumstances, other food and service may be substituted at prices ordinarily charged, but not in excess of price agreed upon.

A signature below and credit card information indicates that you have read and agree to the terms of this agreement as outlined above.

Credit Card Type: _____ Credit Card #: _____

Exp. Date: _____

Signature: _____ Date: _____