

# BAYOU WINE GARDEN, BAYOU BEER GARDEN, PIECE OF MEAT PRIVATE EVENT CONTRACT

## 1. RENTAL SPACE

- a. Host agrees to book \_\_\_\_\_ from Bayou Wine Garden / Bayou Beer Garden with the understanding that rental/booking is for a three (3) hour time block beginning at the agreed upon party start time of \_\_\_\_\_ on \_\_\_\_\_ date.
- b. Host agrees to be responsible for all guests conduct, and informing them of facility rules and regulations.
- c. *The Establishment reserves the right to refuse service and/or ask any guest of the host to leave the premises if their conduct is deemed unacceptable, including but not limited to excessive inebriation, disturbing other guests of the establishment, loud or unruly behavior, demeaning behavior or language towards staff, and absolutely any illegal activity.*
- d. The Host is responsible for assembling all guests and clearing the Party Area in a timely manner, as directed by staff and Party Coordinator.
- e. 70% of guests must arrive within thirty (30) minutes of reservation. If this term is not met, you could be asked to relinquish unoccupied space to other guests of the establishment, and you may be charged a fee of up to \$200.00 at the discretion of the establishment and the Party Coordinator. **These policies are to ensure to best use of our space and to ensure that the establishment can maintain a policy of no rental fees for space and no food and beverage minimums.**
- f. Absolutely no one under 21 years of age is permitted on the property, as stipulated by law for an establishment classified as a "bar." This includes all children and infants.

## 2. ACCEPTANCE OF AREA

- a. Host/Renter understands and agrees that the area is provided "as is," and there will not be \_\_\_\_\_ provided the day of the event, unless stipulated below.
- b. Host is responsible for providing their own decorations, including any desired table coverings. The establishment does not provide any decorations or tablecloths. **Host is also responsible for removing any decorations promptly at the end of their event, or arranging for their disposal.**
- c. The Establishment will provide 2 – 3 white plastic 6' folding tables as necessary for food and beverages, as needed based on orders.
- d. All areas include some seating in the form of the tables and chairs that normally reside within the Event Area. We cannot guarantee sufficient seating for every guest.
- e. The Establishment reserves the right to change the event space to another space on the property based on the guest count.
- f. No live music or alternate sound equipment brought by the Host or their Guests are allowed on the premises. This includes but is not limited to portable speakers and PA equipment.

### 3. FOOD AND BEVERAGES

- a. No outside food or beverages are allowed on the premises. Host Is responsible for purchasing ALL food and beverages desired for their guests through the establishment within the specified time frame.
- b. *There is no Food & Beverage minimum to be purchased by Host. Guests may purchase any desired food and beverages for themselves at the time of the event. Please note that there is no table service, and Guests will be responsible for ordering any food and/or beverages desired from the appropriate location as pursuant to the normal policies and procedures of the establishment.*
- c. Food must be ordered no later than FIVE (5) days prior to the event. After this deadline, Host may be responsible for a \$15 late fee for any cakes and/or a 15% later fee for any food. Food options may also become more limited as the event approaches, and all decisions on availability and fees are at the discretion of the Party Coordinator.
- d. All food and beverages will be set up in a self-serve buffet style on aforementioned 6-foot plastic folding tables. There is no table service.
- e. *The Establishment agrees to provide all necessary serve ware for food and beverages, in the form of disposable plates, bowls, flatware, napkins, and glasses.*
- f. Beverages will be set up in the area for the Event Start Time.
- g. 20% Gratuity is add to all food and beverage
- h. Food will be delivered THIRTY (30) minutes after the Event Start Time, unless otherwise agreed upon beforehand.
- i. Host may start a bar tab for their guests on the day of the event with a predetermined limit. Establishment will provide wrist bands for guests in such a case. There will be a 20% gratuity service charged on top of the agreed upon tab – the establishment will be happy to help you figure out what tab limit to set in order to keep this charge from going over your budget.

### 4. CANCELTATION

- a. In the event of a cancelation, Host may be responsible for a \$200 fee to cancel the space and/or a fee equal to 50% of their preordered food and beverages.
- b. The possibility of fees will go into effect once the contract is signed, and/or when the food and beverage order is placed.
- c. The establishment will work with the Host to avoid these fees when possible, but waving of these fees is solely at the discretion of the Establishment and the Party Coordinator.
- d. A valid credit card is required to be kept on file by the Establishment for use in case of any cancelation.
- e. A \$250 deposit may be held on said credit card and released after the event. This is at the discretion of the establishment and the Party Coordinator, but will be based on the size of the party, area requested, and day and time of the event.
- f. *All events will occur rain or shine. In the event of extreme weather, all cancelations and waiving of cancelation fees are up to the discretion of the establishment.*

5. *BUY OUTS*

- a. *The inside of Bayou Wine Garden is available during limited hours for buy outs.*
- b. *ONLY the interior of Bayou Wine Garden will be limited to your event. The patio is not included in your event space, and will be open to the public.*
- c. *For your event, the space will be opened to the public at \_\_\_\_\_AM/PM, and your event will be subject to a food and beverage minimum of \$\_\_\_\_\_. If this minimum is not met through food and beverage orders, the Host will be subject to a fee of the remainder.*

6. *EVENTS DURING LARGE SPORTING OR CITY EVENTS (SAINTS GAMES, LSU FOOTBALL GAMES, BAYOU BOOGALOO, ENDYMION, JAZZ FEST, ETC.)*

- a. *All events scheduled during Special Events, as determined by the Establishment, will be subject to a food and beverage minimum of \$\_\_\_\_\_. If this minimum is not met through food and beverage orders, the Host will be subject to a fee of the remainder.*

7. *ALL EXCEPTIONS TO THE ABOVE TERMS WILL BE NOTED BELOW, PRIOR TO AGREEMENT OF THE CONTRACT. Any violations of this contract may result in the cancelation of your event, or fines as stipulated above on the credit card on file, and are up to the discretion of the Establishment:*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_
- k. \_\_\_\_\_
- l. \_\_\_\_\_
- m. \_\_\_\_\_
- n. \_\_\_\_\_
- o. \_\_\_\_\_
- p. \_\_\_\_\_

---

*Client Signature*

---

*Date*

---

*Catering Director Signature*

---

*Date*