

# PRIVATE DINING EVENTS CONTRACT

## INFORMATION:

Thank you for considering Proof Kitchen + Lounge for your special occasion! Please read the following terms of agreement carefully.

**Space reservation/minimum spend:** There is no room charge associated with the reservation of the space. We do ask that you meet the minimum spend requirements to book the space for your exclusive use.

In order to secure the space we require a credit card on file with signature to authorize the card for the non-refundable cancellation fee of \$200.00 if you cancel with less than 3 days' notice.

The minimum spend requirement is based on the sale of Food & Beverages, it does not include taxes or gratuities. **The event space will be held for you upon receipt of the signed contract.**

	MON. - WED.		THURS.		FRI.		SAT.		SUN.	
	LUNCH	DINNER	LUNCH	DINNER	LUNCH	DINNER	LUNCH	DINNER	LUNCH	DINNER
<b>HALF</b> seats up to 22 guests	\$300	\$750	\$300	\$750	\$500	\$1000	\$300	\$1000	\$500	\$500
<b>FULL</b> seats up to 48 guests	\$500	\$1000	\$500	\$1000	\$750	\$2000	\$500	\$2000	\$700	\$750
<b>SEMI PRIVATE</b> seats up to 30 guests	\$500	\$500	no minimum	\$1000	\$300	\$1500	\$300	\$1500	\$500	\$500

**PLEASE NOTE: The minimum spend for Friday and Saturday dinner from the second Friday in November until December 31st are: Half \$1500 | Full \$2500 | Semi Private \$2000**

**Number of guests:** The number of guests will be based on the amount listed in the contract and you will have up to 24 hours prior the time of your booking to adjust the number of guests.

You will be billed for the amount of confirmed guests. If more guests than the confirmed number arrive, you will be billed for the actual guest amount.

**Minimum spend:** If the minimum spend requirement is not reached you will be billed the difference as a room charge.

**Location:** This contract is for our private hospitality room.

**Payment:** The entire balance is due payable in cash, or by major credit card (Visa, Master Card and/or American Express) at the close of the event. (Total balance due will include food and beverage costs, plus taxes, plus 18% service gratuity)

**Service charge:** A 18% gratuity will be added to the total bill.

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**Cancellation:** You may cancel your reservation and booking up to 3 days before the scheduled event. Should you cancel your event less than 3 days prior than your scheduled event you will be charged a non-refundable \$200.00 cancellation fee.

**Outside food and beverage: alcoholic beverages or food may not be brought into Proof Kitchen + Lounge from outside sources.**

I HAVE READ AND AGREE to the terms and conditions outlined in this "Private Dining Events Contract."

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

I irrevocably authorize my credit card to be used for the following services at Proof Kitchen + Lounge:  
Cancellation Fee Payment of \$200.00

**Credit Card Type:**     American Express     Visa     MasterCard

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CV#:** \_\_\_\_\_

**Card Holder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EVENT DETAILS



**Reservation Name/Company:** \_\_\_\_\_

**Occasion:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

\*please indicate if your group needs to be done by a certain time

**Room Choice:**  Half room (seats up to 22 guests)  Full room (seats up to 48 guests)  
 Semi Private room (seats up to 30 guests)

**Agreed Minimum Spend:** \_\_\_\_\_ **Guest Count:** \_\_\_\_\_

**Menu Selection:** \_\_\_\_\_

\_\_\_\_\_

**Passed Canapes or Hors D'Oeuvres Selections:** \_\_\_\_\_

\_\_\_\_\_

**Allergies/Dietary Restrictions:** \_\_\_\_\_

**Is a full bar available? Please list any restrictions:** \_\_\_\_\_

**Would you like to select a red and white wine to be available in the room?** \_\_\_\_\_

\_\_\_\_\_

**Water Service (Sparkling Q, Still Q, Tap):** \_\_\_\_\_

**Do you require AV set-up?** \_\_\_\_\_

**Who should we address for final payment at end of the event?:** \_\_\_\_\_

**Special Instructions / Additional Information:** \_\_\_\_\_

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