

# The Palace Restaurant

505 Main Avenue  
Durango, Colorado  
(970)247-2018 (phone) (970)247-0231 (fax)  
www.palacedurango.com

## Private Party Contract

Date of Contract: \_\_\_\_\_

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between The Palace Restaurant, "The Palace," and:

Group Name: \_\_\_\_\_ ("Customer")

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
city State zip

Phone: Day: \_\_\_\_\_

Cell: \_\_\_\_\_

Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

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 Rooms \_\_\_\_\_ Private: Yes No

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_

Terms of the Contract:

Menu Selection

In consultation with the Palace, the Customer 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 Customer and the Palace. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

Room Charges

In consultation with the Palace, the Customer shall select the room or rooms to be reserved for the party. A chart showing the room charges and Customer's circled selections shall be attached hereto and intialled by Customer and Palace. The room charge(s) shall be summarized on the Financial Summary herein.

Minimum Food and Beverage Requirements

The Palace shall inform the Customer of the minimum amount of food and beverage dollars the Customer 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 Palace receives 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 your date and will be applied to your final bill. The balance will be due at the close of the event. For deposit only, we accept cash, credit card (Visa, MC, Amex and Discover) and approved checks.

Final Payment

Final Payment is due at the conclusion of the event. No split checks are permitted. For final payment only, we accept cash, credit card (Visa, MC, Amex and Discover) and approved local checks with proof of identification only. Out of area checks are only accepted with prior management approval.

Cancellation and Deposit Forfeiture Policy

The following cancellation and deposit forfeitures apply:

Party cancelled 45 days or more before the event: 100% refund of deposit.

Party cancelled 45 days to 31 days before the event: 75% refund of deposit.

Party cancelled 30 days to 8 days before the event: 50% refund of deposit.

Party cancelled 7 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 adults and children must be provided by 1:00 pm SEVEN DAYS prior to your event. This is the number of people you 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 adults attend your party, you will still be charged the fixed price per adult based on the final head count. If additional adults and children attend, you will be charged the menu option price per adult and charged for menu items ordered for children.

Final Entree Selections

A FINAL ENTREE SELECTION from the menu option you have selected for all adult guests must be given to us by 1:00pm THREE DAYS prior to your event. Days are measured in 24 hour increments counting backwards from the start time of your event.

Amenities and Additional Services Provided

At the request of the customer, additional items and services may be provided. Customer 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 the Palace on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. The Palace will not be responsible for lost or stolen items brought in by Customer, Customer guests, or vendors hired by Customer.

Alcoholic Beverages

The Palace carries a mixed beverage license. By law no alcoholic beverages may be brought onto the property or taken from the premises. In the interest of protecting our patrons and the general public, The Palace and it's 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.

Smoking

By law no smoking is permitted within 15 feet of the restaurant.

# FINANCIAL SUMMARY

## Initial Estimates and Deposit Calculation

Menu Price per person \_\_\_\_\_ x Number of Estimated Adults \_\_\_\_\_ = \_\_\_\_\_

If Customer has selected appetizers in addition add total cost here or n/a: \_\_\_\_\_

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write n/a: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

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What is the minimum food and beverage requirement? \_\_\_\_\_

Is Minimum being met? \_\_\_\_\_ (yes/no)

If no, write in the difference between minimum and Subtotal above: \_\_\_\_\_

Add in Room Charge total amount here: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

PLUS TAX (7.9%): \_\_\_\_\_

PLUS GRATUITY(20%): \_\_\_\_\_

ESTIMATED TOTAL BEFORE AMENITIES AND SPECIAL SERVICES CHARGES \_\_\_\_\_

(x 25%)

DEPOSIT REQUIRED \_\_\_\_\_

Check   Visa   MC   Amex   Diners   Disc.

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp Date    \_\_\_/\_\_\_/\_\_\_

SIGNED \_\_\_\_\_

(Customer)

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_

SEVEN (7) DAY FINAL GUEST COUNT AND SPECIAL SERVICES

Final Number of Guests \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write N/A: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

What is the minimum food and beverage requirement? \_\_\_\_\_

Is Minimum being met? \_\_\_\_\_ (yes/no)

If no, write in the difference between minimum and Subtotal above: \_\_\_\_\_

Add in Room Charge total amount here: \_\_\_\_\_

Special Charges

Special Charge 1 (desc. \$ cost est.) \_\_\_\_\_

Special Charge 2 (desc. \$ cost est.) \_\_\_\_\_

Special Charge 3 (desc. \$ cost est.) \_\_\_\_\_

Special Charge 4 (desc. \$ cost est.) \_\_\_\_\_

Special Charge 5 (desc. \$ cost est.) \_\_\_\_\_

Add in Total Special Charges Estimate here: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

PLUS TAX (7.9%): \_\_\_\_\_

PLUS GRATUITY (20%): \_\_\_\_\_

LESS DEPOSIT: \_\_\_\_\_

ESTIMATED TOTAL FINAL BILL \_\_\_\_\_

Additional costs incurred, including children's meals, 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 \_\_\_\_\_  
(Palace Manager)

SIGNED \_\_\_\_\_  
(Customer)

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_

# The Palace Restaurant

## PRIVATE PARTY ROOM CHARGES

(TO BE ATTACHED TO CLIENT CONTRACT)

PRICES BELOW ARE FOR LUNCH AND 5:30 PM\* AND 8:30 PM SEATINGS  
 ADD 50% FOR PRIME SEATINGS FROM 6:00 PM TO 8:00 PM

Private parties are booked on the hour and half hour only

\*5:30 seatings are based on 2 1/2 hour reservations only, a penalty of  
 \$200.00 per each 1/2 hour over the 2 1/2 hours shall apply

CIRCLE YOUR ROOM SELECTION(S) AND INITIAL AT BOTTOM

	<u>High Season*</u>	<u>High Season*</u>	<u>Low Season**</u>	<u>Low Season**</u>
<u>Rooms</u>	F/S (& holidays when permitted)	T,W,TH,Sun (except holidays)	F/S (except holidays)	T,W,TH (except holidays)
<b>Depot Room</b> Max. Guests 42	<b>\$350</b>	<b>\$300</b>	<b>\$350</b>	<b>\$250</b>
<b>Grand Room</b> Max. Guests 65	<b>\$450</b>	<b>\$400</b>	<b>\$450</b>	<b>\$350</b>
<b>Grand Patio</b> Max. Guests 50	<b>\$500</b>	<b>\$400</b>	<b>See Manager</b>	<b>See Manager</b>
<b>Grand Patio plus Depot</b> <b>Patio add-on</b> Max. Guests 80	<b>\$600</b>	<b>\$500</b>	<b>See Manager</b>	<b>See Manager</b>
<b>Bar Patio</b> Max. Guests 20	<b>\$300</b>	<b>\$250</b>	<b>See Manager</b>	<b>See Manager</b>
<b>Entire Restaurant</b> <b>Except Tavern and Tavern</b> <b>Patio</b> Max. Guests See Manager	<b>\$1,500</b>	<b>\$1,000</b>	<b>See Manager</b>	<b>See Manager</b>
<b>Entire Restaurant</b> Max. Guests See Manager	<b>\$2,000</b>	<b>\$1,500</b>	<b>See Manager</b>	<b>See Manager</b>

\*High Season dates: May 1<sup>st</sup> - October 15<sup>th</sup>; December 1<sup>st</sup> - January 1<sup>st</sup> and holidays year-round

\*\*Low Season dates: January 2<sup>nd</sup> - April 30<sup>th</sup>; October 16<sup>th</sup> - November 30<sup>th</sup>

Booking parties on holidays is at the discretion of management and subject to high season rates. The Palace does not book private parties on Mondays.

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_

# The Palace Restaurant

## PRIVATE PARTY AMENITIES AND SPECIAL SERVICES CHECKLIST AND PRICING

*All amenities and additional services will be added to the final bill.*

*Where estimates are given below, actual numbers will be the basis for final calculation of cost.*

### Check Box if Required

- Floral Arrangements provided by the Palace thru its regular florist.  
Describe number of arrangements, general color preference and price range:

\_\_\_\_\_

*Floral arrangements provided by the Palace are subject to both the florist fee and tax as well as a Palace surcharge. Arrangements purchased for your event by the Palace will be selected based on the price and color scheme you request, but because this is not in the course of regular business for the Palace we cannot ensure an exact type or combination of flowers or style of arrangement. IF you require a very specific arrangement we suggest you contact a florist directly and arrange for delivery.*

- Linens (\$3.00 per linen)  
Estimate of number of linens required \_\_\_\_\_
- Cake made by the Palace if service is available. *Availability is dependent on our chef's and or sous chef's schedule. IF the service is available, we will discuss cake options with you. Final cake description and price will be added to the contract.*
- Cake plating service (required) if outside cake brought into the Palace.  
Cost is \$1.25 per person.
- Chocolate guest favors. The Palace can purchase individually wrapped gourmet chocolates from Rocky Mountain Chocolate Factory and place them at each guests place setting. Cost is .80 to \$5.00 per person plus tax plus the Palace's surcharge.  
Describe price you wish to pay per person \_\_\_\_\_
- Special napkin folds. Please discuss with your manager for more complete description. Price is \$1.00 per guest.
- Other decorations. Describe: \_\_\_\_\_
- \_\_\_\_\_

**Palace Function Sheet**  
 (TO BE ATTACHED TO CLIENT CONTRACT)  
**Summary of Menu Selections**  
**and Room Charges**

Date \_\_\_/\_\_\_/\_\_\_  
 Day \_\_\_\_\_  
 Time: From \_\_\_\_\_ to \_\_\_\_\_  
 Number of People \_\_\_\_\_  
 7 Day Guaranteed # \_\_\_\_\_

Group Name \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Contact phone \_\_\_\_\_

**Menu:**

Apps. : \_\_\_\_\_  
 Time of App. Service \_\_\_\_\_

Entrees:    A    B    C    D    Other \_\_\_\_\_  
 Time Of Entree Service \_\_\_\_\_

Dessert :    Regular    Petite    Other \_\_\_\_\_

Is Dessert included for quoted price    Y    N

**Bar option:**    Open    Limited    House wines    Cash bar  
 Other \_\_\_\_\_

Offer Coffee, tea or soda and add to bill    Y    N    **Included**

**Room:**    Grand    Depot Patio(s) \_\_\_\_\_

Entire Rest. w/tavern & tavern patio    Entire Rest w/o Tavern & tavern patio

**Cost:**

Minimum Food and Beverage Requirement    \$ \_\_\_\_\_  
 Price per Person    \$ \_\_\_\_\_  
 Total Room Charge    \$ \_\_\_\_\_

CLIENT'S INITIALS \_\_\_\_\_

MANAGER'S INITIALS \_\_\_\_\_