

CHATTANOOGA BILLIARD CLUB

BANQUET CONTRACT

SERVICE CHARGE AND SALES TAX: All menu prices, equipment fees and other provided function related charges are subject to a 20% service charge and applicable sales tax.

MENU SELECTION: Menu selections should be submitted to Chattanooga Billiard Club East no later than 10 days prior to your scheduled function.

ROOM SET-UP: Specific requirements for physical room set up should be submitted to Chattanooga Billiard Club East no later than 15 days prior to your scheduled function. Any changes must be made 72 hours prior to your function to avoid additional charges.

GUARANTEES: Events requiring a guarantee on the number of people attending the guarantee is required 5 days prior to your scheduled function. If a guarantee is not received, your estimated number at the signing of the contract will become your guarantee.

FOOD AND BEVERAGE: Chattanooga Billiard Club East does not allow outside food and beverage to be brought into our establishment. We will be happy to purchase any special items from a licensed purveyor should it be required. Unauthorized food or beverage items brought into Chattanooga Billiard Club East, any banquet room, or onto Chattanooga Billiard Club East property will result in the function being ended without any reimbursement or refund to the party host as a result of an unscheduled conclusion to any event. No unused food may be removed from any banquet function nor will unused food be refunded for in any amount. The requirement of no food being removed allows Chattanooga Billiard Club East to meet safety and health regulations. _____ (Please Initial)

VERBAL CHANGES: Any changes made over the phone (last minute) that cannot be put in writing cannot be guaranteed to be exact and may be subject to additional charges.

DECORATIONS: Use of confetti or other similar materials will result in a minimum of an additional \$200.00 cleaning fee. Any decoration plans must be approved prior to the function, candles or open flame items are strictly prohibited.

OUTSIDE ENTERTAINMENT: All entertainment in any banquet room must be preapproved by Chattanooga Billiard Club East and must meet all State and City ordinances and laws in effect.

FUNCTION TIMES: All evening banquet functions will have a last call time of no later than 1:30AM, and all guests must exit from any banquet function by 2:00AM.

DEPOSITS, CANCELLATION & PAYMENTS: Deposit is equal to the room rental paid in full. Deposit is refundable up to 60 days from the event and is due when the contract is signed. Any banquet deposit will not be refunded for or transferred to another date for functions that cancel within 60 days prior to the booked event date. The remaining balance is due in full at the end of your scheduled function. Forms of payment accepted are Visa, MasterCard, Discover, American Express or Cash. No checks accepted.

LIABILITY: Chattanooga Billiard Club East reserves the right to inspect and control all private functions. Unruly and belligerent conduct will not be tolerated. Failure to comply will result in immediate action. Chattanooga Billiard Club East will not assume responsibility for the damage or loss of any merchandise or articles left on the premises before or after the function. Security service can be arranged at an additional charge with advanced notification.

DAMAGE: Any damage inflicted to Chattanooga Billiard Club East or property of Chattanooga Billiard Club East by attendees of this function will be the liability of the undersigned.

PAY FOR THE DOOR VENUES: Any pay for the door venues are responsible for meeting additional requirements including but not limited to procuring liability insurance naming Chattanooga Billiard Club East as an additional insured, providing approved and bonded security services, and must have the prior expressed approval of Chattanooga Billiard Club East. All advertising materials must be pre approved by Chattanooga Billiard Club East before distribution.

AGE POLICY: Due to being a smoker friendly establishment attendees/guest must be 21 years of age. All guests are required to have valid identification as required by any State Enforcement Agency and will be required to present same upon request. _____ (Please Initial)

THE ABOVE INFORMATION AND DETAIL SPECIFICATIONS AS OUTLINED IN THE CONTRACT ARE APPROVED AND ACCEPTED AS STATED.

CLIENT SIGNATURE

DATE

CBC REPRESENTATIVE

DATE

FUNCTION NAME

FUNCTION DATE / ROOM