

Seasons Grill Banquette Room Wedding Reception Contract

Thank you for choosing Seasons for your upcoming Wedding. To help ensure that your event goes as smoothly as possible, we have created this simple one-page contract. Our reputation of great food paired with great service for over twenty years, has enabled us to design “The Balthazar Room” and “The Magnum Room”. These rooms combined can seat up to 106 guests, have audio/visual capabilities as well as a separate kitchen facility, restroom & free parking structure. There are no charges for the use of the room, given that your group meets the modest food & beverage revenue requirements. Children 10 years and younger are half price on the menu you select.

We do require a confirmed guest count no less than 72 hours prior to the event. For parties held in these rooms, we do require a credit card number to hold the date. Cancellations within one month of the event date are charged a \$300 cancellation fee. There will be an additional \$300.00 set-up & break-down fee as well as a \$50.00 cake service charge if bringing in your own cake(s). There will be an additional clean-up fee if confetti or glitter is used or an unusual amount of clean-up is required.

Please ask us about our other services, referrals & rentals which can include...flowers, DJ, dance floor, cakes, specialty linens, A/V, special sized tables, etc...

Please review and sign for the following basic information and e-mail us event@seasonsabq.com or fax back to us at **505-766-5252** within 24 hours of receipt.

Company Name _____ **Event Date** _____
Contact Person _____ **Time of Party** _____
Phone Number _____ **Guest Count** _____
E-mail Address _____ **Menu Choice** _____
Credit Card Guarantee/Type _____ **Exp** _____
Menu Selection(s) _____

Bar Choices (please circle) **open** **cash** **limited (please list below)** **\$3 n/a drink pkg**

Please Specify The Table Setup You Would Like: _____

A/V Equipment Needed _____

Heading Needed on Menu &/or Door Sign _____

Signature _____ **Print Name** _____ **Date** _____

Cost Notes

Seasons Grill takes the confirmed count from this contract in determining the total. Seasons charges a 20% gratuity for wait staff. In addition, there is a separate bartender fee for a cash bar format. The minimum revenue for The Balthazar Room is \$1000.00 lunch / \$2000.00 dinner & The Magnum Room is \$750.00

lunch / \$1500.00 dinner and together as a combined space is \$1750.00 lunch / \$3000.00 dinner before tax & gratuity. To ensure proper staffing and food purchases an additional \$10 per person fee may be applied for guests above and beyond the confirmation count.