

**Seasons Balthazar Room Contract**

Thank you for choosing Seasons for your upcoming group event. 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”. This room can seat up to 64 guests & up to 55 guests for a presentation. We offer audio/visual capabilities as well as a separate kitchen facility. There are no rental charges for the use of any of our in house equipment. There are no charges for the use of the room, given that your group meets the modest revenue requirements.

We do require a confirmed guest count no less than 48 hours prior to the event & do require a credit card number to hold the date. Cancellations within one week of the event date are charged a \$250 cancellation fee.

You are welcome to decorate the Balthazar Room to your liking—we only ask that you refrain from including glitter, confetti, sequins, or anything of that variety in your décor. Please ask us about our other services, referrals & rentals which can include...flowers, DJ, dance floor, cakes, specialty linens, specialty A/V or speaker & microphone packages, special sized tables, etc.

Please review and sign for the following basic information and e-mail to [event@seasonsabq.com](mailto: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 Set-up You Would Like** \_\_\_\_\_

**A/V Equipment Needed** \_\_\_\_\_

**Heading Needed on Menu &/or Door Sign** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cost Notes**

Season’s Grill takes the confirmed count from this contract in determining the total. Season’s charges either a 20% gratuity, or an agreed upon minimum \$175 gratuity for wait staff, which includes set-up, service & clean up. The minimum Balthazar Room revenue is \$1000 for lunch, \$1500 for dinner Sun-Thurs

and \$2000 for dinner Fri-Sat before tax, gratuity and a 2% administration fee. To ensure proper staffing and food purchases, an additional \$10 per person fee may be applied for guests above and beyond the confirmation count.