

**Seasons Grill Combined 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” 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 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 48 hours prior to the event & do require a credit card number to hold the date. Cancellations within two weeks of the event date are charged a \$300 cancellation fee.

You are welcome to decorate the private rooms 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 at [event@seasonsabq.com](mailto:event@seasonsabq.com) or fax back to us at **505-766-5252** within 24 hours of receipt.

<b>Company Name</b> _____	<b>Event Date</b> _____
<b>Contact Person</b> _____	<b>Time of Party</b> _____
<b>Phone Number</b> _____	<b>Guest Count</b> _____
<b>E-mail Address</b> _____	<b>Menu Choice</b> _____

**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**

Season’s Grill takes the confirmed count from this contract in determining the total. Season’s charges a 20% gratuity, or an agreed upon minimum \$175 gratuity per wait staff which includes, set-up, service & clean up. The minimum combined room revenue for lunch is \$1500 and \$2500 for dinner Sun-Thurs and

\$3000 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.