

Seasons Magnum 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 Magnum Room”. This room can seat up to 42 guests & up to 35 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 Magnum 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 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

Season’s Grill takes the confirmed count from this contract in determining the total. Seasons charges either a 20% gratuity or an agreed upon minimum \$125 for lunch/ \$175 for dinner gratuity for each wait staff

which includes, set-up, service & clean up. The minimum Magnum Room revenue is \$1000 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.