



233 Haddon Avenue, Westmont, NJ 08108
Phone: (856) 833-9233 parties@trenopizzabar.com

Event Contract

Contact Name: _____

Phone #: _____

Date of Event: _____

Start Time: _____ End Time: _____

Event Type: _____

Number of Guests: _____

Room Selection (Dining/Lounge/Full Patio): _____

Service Style Selection (Plated/Buffer): _____

**Buffer service is recommended for any parties over 50*

Bar Service Selection: _____

Add-Ons (Select all that apply): ☐ Tablecloth Rental ☐ Napkin Rental ☐ Outside Dessert

DISCLAIMERS:

Deposit:

A deposit in the amount of **10% of the minimum charges** for your designated party day/time is due upon signing of this agreement (*see chart below for reference*). Your deposit will be applied to balance. The deposit becomes non-refundable two weeks prior to the event date. Deposits should be paid via credit card.

Menu + Add-Ons:

All menus should be finalized **two weeks prior to event**, including add-ons such as linen rentals or outside desserts. Fees for all add-ons are outlined below:

- Napkins: \$1/pp
- Tablecloths: \$100/section of the patio rented
- Outside dessert fee: \$1/pp

Cancellation Policy:

If you need to cancel your event, you may contact the Event Coordinator or Manager on-duty no later than **(2) weeks prior to event**. In the event that this does not occur, you will be charged for the **minimum of the function**. This agreement is void if the event cannot be performed due to uncontrolled circumstances. In this case, deposits will be refunded in full.

Guarantee Policy:

A final head count should be provided **one week prior to event**. If we are not notified of the appropriate guest count prior to event, the amount indicated on the contract will be considered the guaranteed number and we will charge accordingly. All food and beverage is subject to applicable taxes. Prices are subject to change and will be confirmed 2 days prior to event.

Minimum Charges & Payment: There are minimum Food and Beverage charges that apply, depending on the day & daypart selected. These charges are outlined in the table below and **do not include 6.625% sales tax and 20% suggested gratuity.** Minimums are subject to change and will be confirmed **60 days** prior to your function. **The Food & Beverage minimum is not a separate rental or administrative charge. It is the minimum amount required to be spent on food, alcohol, and non-alcoholic beverages.**

Accepted payment methods for party balances include **cash or credit card only.** Checks will not be accepted under any circumstances.

DAYTIME (12 PM – 4 PM):

Parties are typically booked in 3-hour increments

	Half Patio (Dining)	Half Patio (Lounge)	Entire Patio
Mon - Fri	\$1,000	\$1,000	\$2,000
Sat & Sun	\$1,500	\$1,500	\$3,000

EVENING (4 PM & later):

Parties are typically booked in 3-hour increments

	Half Patio (Dining)	Half Patio (Lounge)	Entire Patio
Mon & Tues	\$1,500	\$1,500	\$3,000
Weds - Sun	\$3,000	\$3,000	\$6,000

NOTE: All food and beverage is subject to applicable state sales tax. Prices are subject to change and will be confirmed **2 days** prior to your function. **Tax Exempt Organizations** must furnish a certificate of exemption to restaurant prior to event. This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or service specified cannot be furnished for any reason due to such circumstances, other food and service may be substituted at prices ordinarily charged, but not in excess of price agreed upon.

A signature below and credit card information indicates that you have read and agree to the terms of this agreement as outlined above.

Credit Card Type: _____ **Credit Card #:** _____

Exp. Date: _____ **CVV:** _____

Signature: _____ **Date:** _____