



Contract for Catering, Large Party, Private Dining Room & Restaurant Buy-Out

Date Issued:

Day/Date of event	F&B minimum	Company:	
Contact	On-Site Contact	Phone	Email
Menu: Apps: Salad: Entrees: Sides: Desserts: Beverage: Room set up:		Bill Instructions On file	Advance Deposit \$500
Expected Attendance:	Guarantee attendance	START AND FINISH TIME:	ROOM:

Thank you so much for choosing KR Steakbar for your private event.

This letter is to serve as confirmation of the private dining space that has now been reserved on your behalf. Please read details listed here carefully before signing. Please be prepared to finalize your arrangements within (21) days prior to your event. You may make simple adjustments to the details up to 10 days prior to the event.

Should the above information meet with your approval, we require a **deposit of \$500.00** that is due with this signed agreement to reserve the above space at KR STEAKBAR or proceed with catering preparations. If the agreement and the deposit are not received with in one (1) day of the above issued date, the space will be released.

Your \$500 deposit is non-refundable and non-transferable. This deposit serves as a down payment toward your event's final bill. However, it is not part of your agreed upon food and beverage minimum. KR SteakBar requests that any credit/debit card used to charge said deposit towards an event also be the same card that is charged at the conclusion of the evening. If another card is used a separate credit card authorization form must be completed and on file before the event.

Please check over your menu selections to insure they are correct. Please note any changes before returning.

All reservations for private functions are made upon and subject to the Banquet Policies of KR STEAKBAR and the following conditions:

1. **FOOD AND BEVERAGE MINIMUMS:**

KR STEAKBAR does not automatically levy a "room charge". Instead, we have established a minimum of food and beverage dollars, excluding tax and service charge (gratuity), which must be spent. If these minimums are not met, then a room fee equal to the difference will be added to the final bill.

We have several room options available. The prices vary based on the day of the week and the space reserved.

All events have a start and finish time. KR Steakbar is not responsible for the tardiness of your guests. We have posted open and closing times. All food and beverage service must fall within those stated times or other charges will be incurred.

All private events have a starting time and an ending time. Any changes to those agreed upon times will incur charges of \$750 an hour. KR Steakbar is not responsible for the timeliness of booked guests. All food must be served before our scheduled closing time.

There are no cash bar options for groups over 10. All private parties must be on one check. No more than 6 credit cards can be used as payment on the one check

We have several room options available. The prices vary based on the day of the week and the space reserved. *Prices during December will be slightly higher*

FULL RESTAURANT BUYOUT:

This includes main dining room, front bar, and patio.

\$15,000.00 Monday-Thursday.

\$20,000.00 on Friday

\$25,000.00 Saturday

SEMIPRIVATE TABLE 'Table80' in dining room, seats up to 12 people and is surrounded by curtains.

\$900.00 Tuesday-Thursday

\$1000.00 on Friday

\$1200.00 on Saturday

Private Dining Room. Our 'speakeasy' or 'The Bureau' has a small bar with cocktail tables, private dining area, private bathrooms, and a private entrance.

Full Room Buyout

\$2000.00 Tuesday=Wednesday

\$3000.00 Thursday

\$6000.00 Friday

\$7000.00 on Saturday.

½ Bureau Buyout. Seats up to 40pp for a sit-down dinner, and 50pp for a standing cocktail party. This does not include the small bar portion of The Bureau. Regular dining may occur in that portion of the Private Dining Room.

\$5000.00 Friday

\$6000.00 Saturday

To open the restaurant on a Sunday, the Food & Beverage minimum is \$15,000

Events requiring the restaurant to open before normal business hours 5:00 pm, will be subject to a \$200 early setup fee.

This fee is not applicable towards the Food & Beverage minimum.

Private events requiring the private dining room bar or kitchen to remain open, providing standard food, beverage & dining room services after 9:00 pm Tuesday-Thursday & 10:00 pm Friday & Saturday will be responsible for a non-negotiable facilities rental fee, accruing at a rate of \$750 per hour. The accrual period will begin at 9:00 pm Tuesday-Thursday & 10:00 pm Friday & Saturday and stop when all guests have vacated the contracted facility, and all tendered food, beverage & dining room services have been paid in full. The afterhours rental fees (\$750 per hour) are not applicable towards the Food & Beverage minimum.

Twenty percent gratuity (20%), will be calculated on the entire bill, including after hours rental fees. Wine dinners, where guests can bring their own wine are subject to a 30% service charge. Private Events which have reserved the appearance & participation of Kevin Rathbun are responsible for a \$2500.00 supplemental fee. This appearance fee is not applicable towards the Food & Beverage minimum.

Private Events which have reserved the participation of our resident sommelier are responsible for a \$100.00 supplemental fee. This fee is not applicable towards the Food & Beverage minimum.

2. **MENUS:**

To ensure a successful event, we request that your menu selection and all function requirements be finalized approximately **7 days prior to the date of your function.**

GUARANTEE:

The final guarantee of attendance for your event is due the 72 hours before your event (The final guarantee and the number of settings at the table(s) must be the same). After the guarantee is received, the guest count as communicated in writing on the most recent email is not subject to reduction. If you do not provide a guarantee of attendance, the Restaurant will (a) use the original estimate of attendance provided by you, or (b) the number of persons in attendance, whichever is greater, to determine the charges for which you will be fully responsible, including service charges (20%-30%) and taxes. If the final guarantee is lower than the original estimate, KR STEAKBAR reserves the right to charge a rental (or additional charge) based on the food and beverage dollars originally estimated for the most recent head count communicated via email regarding your event.

3. **BILLING INSTRUCTIONS:**

Events held in Private Rooms require full payment of charges at the completion of the event. For buyouts, the deposit of 25% will be required to hold the restaurant. Two weeks prior the event, client shall pay 50% of the total event and 72 hours prior, the event shall be paid in full. Any overcharge will be paid to client in the form of a check and any undercharge will be paid by the client.

TAXES AND SERVICE CHARGES:

All food and beverage are subject to sales tax and service charges. Sales tax is 8.9 %. In Fulton County there is a 3 % additional tax on distilled spirits. An automatic service fee of 20% of the subtotal will be applied to all contracted functions.

4. **PAYMENT:**

KR STEAKBAR accepts the following forms of payment: Cash, American Express, VISA, MasterCard, or Discover. We do not accept checks (personal or business), without explicit written permission from KR SteakBar. Company checks may be considered for payment only if specific arrangement has been made and approved the General Manager of KR SteakBar.

5. **CANCELLATION:**

You may cancel the event subject to the following charges. An authorized representative of Restaurant must receive your notice of cancellation in writing.

- a. Cancellation at or greater than 21 (twenty-one) days before an event: you forfeit deposit.
- b. Cancellation at or fewer than 21 (twenty-one) days before an event: you forfeit deposit or an amount equal to 25 (twenty-five) % of the estimated final bill, whichever is greater.
- c. Cancellation at or fewer than 14 (fourteen) days before an event: you forfeit deposit or an amount equal to 50 (fifty) % of the estimated final bill, whichever is greater.
- d. Cancellation at or fewer than 7 (seven) days before an event: you forfeit deposit or an amount equal to 75 (seventy-five) % of the estimated final bill, whichever is greater.
- e. Cancellation at or fewer than 72 (seventy-two) hours before an event: you forfeit deposit or an amount equal to 100 (one hundred) % of the estimated final bill, whichever is greater.

6. **FOOD AND BEVERAGE POLICIES:**

You agree that all food and beverage items purchased or consumed by your attendees at KR STEAKBAR must be supplied and prepared by the Restaurant. No food or beverage may be brought in from an outside source except for specialty cakes. It is the policy that no alcoholic beverages may be brought into KR STEAKBAR for a private function. We reserve the right to request proof of legal drinking age when necessary. Georgia law prohibits the removal of alcoholic beverages from the premises.

KR STEAKBAR strictly prohibits the application of unmet F & B minimums in exchange of "TO-GO" food or any other consumables not being consumed on the premises. KR STEAKBAR will not issue "GIFT CARDS" in trade for unmet F & B minimums.

7. **DECORATIONS / SIGNAGE / RESTAURANT AMBIANCE:**

Decorations or displays, excluding table centerpieces, brought into The Restaurant by the guest must be approved prior to arrival. **NO GLITTER OR CONFETTI IS ALLOWED.** Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape, or any other substance to prevent damage to the furnishings. We do not have in house AV equipment. We charge a \$100 rental fee for use of our screen.

LIABILITY:

KR STEAKBAR reserves the right to inspect and control all private functions. The guest agrees to be responsible for any damage to the Restaurant. KR STEAKBAR shall not be responsible for

damage or loss of any merchandise or articles brought into the Restaurant, or for any items left unattended.

8. **DEFAULT:**

The failure and/or refusal by you to make payment as specified in the Agreement, at the option of the Restaurant, shall constitute cancellation of the event by you. The Restaurant shall retain all deposits and advance payments.

9. **THIRD PARTY REPRESENTATION:**

KR STEAKBAR will only recognize this fully executed contract as the binding agreement between clientele and KR STEAKBAR for services rendered in accordance with our regular business practices. Third party amendments to said agreement either by the client or third-party representative of the client shall not affect the enforcement of this contract nor determine the rendering of service as set by the binding parameters of this contract. Any physical changes to the language contained within or to the contract itself without written approval by KR STEAKBAR shall render this agreement null and void and shall result in forfeiture of the event and all agreed upon services provided by KR STEAKBAR.

Acceptance / Terms of Agreement:

Please sign and return a copy of this Agreement. Signing this letter will serve as an agreement to all published KR STEAKBAR policies, procedures, and cancellation clauses. This Agreement will constitute a binding contract between the parties. This Agreement may not be modified, amended, or changed except by a written document executed by all parties that signed this Agreement. By executing below, each party warrants and represents that it is duly authorized and has the requisite approval to bind the entity which it represents. If this Agreement is not received by the date above, all rooms and space referred to herein will be released, and neither party will have any further obligations under this Agreement.

KR STEAKBAR and you have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

_____ accepts the outlined terms on behalf of (Company Name)

Print your name

Address: _____ City/State/ZIP:

Email: _____

Phone: _____

Signature

Date

Again, thank you for giving us this opportunity to be of service to you. We look forward to a very successful Dinner

Sincerely,

Aaron Wysocki
Assistant General Manager
KR Steakbar

349 PEACHTREE HILLS AVE. SUITE D2. ATLANTA. GA. 30305

CREDIT CARD AUTHORIZATION

Please let this letter serve as written authorization and approval for you to charge the below described credit card for any and all charges and costs associated with the event that is being held on (date). This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit of (total), balance due before the event and additional charges incurred the day of the event.

Sincerely,

Card Holder 's Name

Credit card information: _____

Type of credit card: _____

Credit card number: _____

Expiration date: _____

CVC security code: _____

Card holder 's signature: _____

Address: _____ *city:* _____ *state* _____ *zip:* _____

Phone : _____ *email:* _____ *fax:* _____

Date: _____

Name of event: _____