

THE MERRET

Private Event Contract

Occupancy

The MERRET is available for private (full rental) and semi-private (partial room rental) events on a contracted basis. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event. Our team will work closely with you, or your event planner to coordinate the best setup of the room for your event. A furniture moving fee of \$150.00 will apply to any event in which furniture re-arranging or removal has been requested.

Please note that THE MERRET is open daily and will only be reserved during the hours of your event. The facility will be accessible (1) hours prior to the event and (30) minutes after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Deliveries and pickups not made within the designated times may result in additional fees to the client. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from THE MERRET premises at the event conclusion. Clients should make arrangements in advance as to who will collect center-pieces or any other personal property. THE MERRET is not responsible for any vendor equipment or personal property left on the premises.

The event manager will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking. On occasion, THE MERRET books live music acts in the Lounge. It should be noted that the music calendar changes frequently and that this should not be construed as an entertainment commitment

Minimums

Food and beverage minimums apply to all private and semi-private events and vary depending on the night of the week, time of the year and size of the party. Minimums range from \$500-\$1000 for semi-private events and \$1000-3000 for private events. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, audio video rental fees, valet (outside vendor), or other incidental charges.

Decorating Restrictions

Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. THE MERRET prohibits pillar and taper candles not enclosed in glass. The Event Site Director must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee.

Initials _____

Availability and Booking your Event

The lounge is available for brunch, lunch, dinner, cocktail parties or late night soirees! All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received by THE MERRET along with a credit card number/ deposit to guarantee the reservation. Unfortunately, we are not able to hold dates.

Menu Selection and Final Guest Count

We offer a variety of private event menus. You may also review our full list of champagne, domestic sparkling, cocktails, wine and beer available for your event on our website. All alcohol is billed based on consumption. Some of the options that our guests have chosen for the bar are: Full hosted bar, beer and selected wine, cocktail class, specialty cocktails, cash bar, etc. Should you prefer a customized menu, our team would be happy to work with you to create that as well. All final menu selections must be made 10 days prior to the event. Please note, we will do our best to accommodate requests for additional food the day of the event, however, an additional service charge of \$30 per item will be applied to each menu addition ordered the day of the event. Final guests counts must be received 5 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is more.

Menu selections and price are subject to change without prior notice. Contact the event planner or visit our website for the most current menus before making your final selections.

Food and Beverage

All food and beverage shall be supplied and prepared by THE MERRET LLC as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by THE MERRET, LLC . A custom menu will be printed by The Merret

Service Charges, Sales Tax and payment

All food, beverage, service and audio-visual charges are subject to City & State Tax (the current rate is 8.5% and Liquor Tax 13.5 %). In addition, a 20% service fee will be added to all checks, of which 100% will go to the event staff as a gratuity.

One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the function. In the event that host elects to have a cash bar, the 20% service fee will be applied to the entire contracted food and beverage minimum.

Deposits

A \$500 non-refundable event deposit and an event contract is required to confirm your reservation at THE MERRET. All events are booked on a first-come basis and we are not able to “hold” space until the contract and deposit have been received

Cancellation Policy

The following fees will apply to those who cancel their event:

- 0-4 days prior.....75% of food and beverage minimum
- 5-10 days prior.....50% of food and beverage minimum
- 10-30 days prior.....25% of food and beverage minimum

Initials _____

DATE OF EVENT _____

TIME OF EVENT _____

CLIENT MINIMUM _____

AMOUNT OF DEPOSIT _____

I confirm that I have read, understand and agree to the above policies:

Client Signature _____ DATE _____

CLIENT PRINTED NAME _____

THE MERRET

_____ DATE _____