



Function Room Contract

- **Contract and Deposit:** A signed function room contract and a \$225 (two hundred and twenty-five dollars) **non-refundable deposit** are required to guarantee the room.
- **Room Charge:** The room rental charge for our function room is on a sliding scale, based on the number of guests in attendance. See the structure below:

- 30 - 49 Guests = \$225 Room Charge
- 50 - 74 Guests = \$325 Room Charge
- 75 and up = \$500 Room Charge

The deposit (paid in advance) will be credited to the appropriate room rental charge, based on guests in attendance, and the difference will be added to your final bill on the date of your function.

- **Cancellations:** For all events, a credit card will be kept on file. All events that cancel within three (3) days of the event date will be charged for any food items that have been prepared for the event at the discretion of Patty B's.
- **Menu Selection:** For all functions, Patty B's Italian Restaurant management must have your selected menu fourteen (14) days prior to the function date. Patty B's Italian Restaurant reserves the right to substitute an entrée of equal or greater value at the client's expense if the guest number increases. Patty B's Italian Restaurant will charge for the guaranteed number of guests, or the total number served, whichever is greater.
- **Guest Guarantee:** The minimum guest count for all functions is thirty (30) guests. If the guest count is less than thirty (30), the food and beverage minimum must be met. See "Minimums". For all functions, Patty B's Italian Restaurant must have a preliminary guest count seven (7) days prior to the event and a final guest count five (5) days prior to the event. Patty B's Italian Restaurant will consider this number the final guest count, and it will not be subject to reduction. If no final number is received within 5 days prior to the function date, Patty B's Italian Restaurant will consider the original expected guest number on page 4 of this contract as the final number.
- **Pricing:** The prices quoted herein for any function which takes place within thirty (30) days after the date of execution of this contract are firm. The prices for any function taking place more than thirty (30) days after the execution of this contract are subject to change without notice.



All clients are responsible for confirming menu prices one week in advance of their planned event.

- **Food and Beverage:** All food and beverages must be purchased and prepared through Patty B's Italian Restaurant. The only exception is wedding cakes and party favors. (prior approval from management is required). No other carry-ins allowed. If a wedding cake has been approved, there is a cake cutting and plating fee of \$1.00 per person. Absolutely **NO ALCOHOLIC BEVERAGES** may be brought unto the premises, as this is a violation of the New Hampshire Liquor Commission laws.
- **Minimums:** For all functions we have a minimum charge of \$1775.00, to include the room fee and all food and beverage purchases. If all purchases do not reach the minimum charge, the difference will be added, as a surcharge, to your bill at the end of the event and is subject to gratuity.
- **Final Payment:** Function Room client, named on page 5 of this contract, agrees to pay the current menu price, as requested by client and provided by manager seven (7) days before your event. Full payment for the function must be made at the completion of the function. Payment can be made by cash, certified check, debit, or credit card. We accept all major credit cards.
- **Returned Checks:** A fee of \$35.00 will be charged on each check that is returned for insufficient funds.
- **Hours:** Hours of use for our function room are as follows **11AM-3PM OR 5PM-9PM**. If available, additional time may be purchased. Please contact management for availability and pricing. Unless previously agreed upon by Patty B's management, groups will have 30-minutes of setup time prior to event start time, unless prior authorization is given for additional time, based on availability.
- **Taxes and Gratuity:** A 20% service fee and 8.5% New Hampshire Meals Tax will be added to all Function Room events.
- **Media:** We offer our Media Package for your event for \$75 (seventy-five) which includes the use of our screen, projector, and microphone. We welcome your screen, projectors, and video presentations to make your event more effective at no extra charge. Use of any media does require prior approval by management before the event.
- **Music/Entertainment Policy:** Music groups and DJ's must set up before the event and breakdown immediately following the event. If utilizing equipment other than that supplied by



Patty B's, musicians must supply all of their own equipment: extension cords, amplifiers, microphones, speakers, etc. and are responsible for moving their equipment on and off Patty B's premises. Patty B's is not responsible for instruments/equipment left on the premises before or after the event.

- **Equipment Rentals from Outside Companies:** Patty B's assumes no responsibility for any rental equipment. Rental equipment must be delivered and picked up on the day of the event, unless special arrangements have been made. Patty B's will not accept delivery without prior arrangements through Patty B's management.
- **Linens:** Linens are provided as part of the room rental. All table linens will be ivory, and all napkins are maroon. Limited other colors are available, please coordinate with Patty B's management for pricing and availability. At least two (2) weeks notice required for color change in linens for your event.
- **Decorations:** Decorations must be approved by Patty B's Italian Restaurant management. All display exhibits and decorations must conform to fire and safety codes. No staples, tacks, pins, or nails may be used to affix decorations, except on areas approved by management. No adhesive tape of any kind can be used on the function room walls, furniture, or floors. No open flames are permitted in the function room, all candles must be flameless. Helium balloons are OK provided they are not let loose. Please tie them securely to something stationary. Due to the high ceiling structure of our function room, there will be **\$10 per balloon removal charge** if let loose in Patty B's Function Room. The client is responsible for taking down all approved decorations before leaving. **Confetti is not permitted.** If confetti is brought in, an additional **cleaning fee of \$50** will be charged.
- **Parking:** Parking is limited here at Patty B's, we ask that your guests carpool whenever possible. For events with 50+ guests, additional parking will be needed and arranged with Patty B's management at least sixty (60) days prior to your event.
- **Pet Policy:** No pets are allowed on Patty B's premises, except service animals.
- **Personal Property:** Patty B's Italian Restaurant is not responsible for any lost, damaged, or stolen items.
- **Responsibility for Damages:** The client assumes responsibility for any damage that may occur on the premises related to the event: this includes breakage of glasses and/or dishes, damage of walls, carpet, wood flooring, etc. Patty B's Italian Restaurant reserves the right to assess a service



charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function.

Function Room Contract Form & Deposit



Today's Date: _____

Date of event: _____ Type of Event: _____

Event Start Time (Please Circle): 11AM-3PM OR 5PM-9PM

Guest Count Estimate: _____

Client/Contact Person: _____

Phone: _____

Email: _____

Credit Card #: _____

Expiration Date: _____

Name on Credit Card: _____

This contract is made in the State of New Hampshire and shall be construed and enforced in accordance with the laws of such state. The function room contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the client and a representative of Patty B's Italian Restaurant. "The undersigned acknowledges that they have read and understands the Function Room Contract including this page and; the preceding three pages. Signing and dating below the undersigned accepts this contract and agrees to comply with the same."

_____ Client Signature

_____ Date