



## Cocktail Reception Contract

Below are the food and beverage minimums for each room at specific meal periods throughout the week. Please note the food and beverage minimums do not include a 20% service charge and state sales tax.

Please mark the appropriate room and rate below:

<p><b><u>Banquet Room</u></b>  Maximum: 50 guests  Weekday: \$500  3pm to 5:30pm _____  \$2000  5pm to 7:30pm _____  8pm to 10:30pm _____  Fri. – Sun.: No Minimum _____  (20 or more guests required)</p>	<p><b><u>Snoopy Room</u></b> (Semi-Private)  Maximum: 40 guests  Weekday: \$500  3pm to 5:30pm _____  \$2250  5pm to 7:30pm _____  8pm to 10:30pm _____  Fri. – Sun.: \$1250 _____ (no time limit)</p>	<p><b><u>Deck Room</u></b>  Maximum: 20 guests  Weekday: \$500  3pm to 5:30pm _____  \$1100  5pm to 7:30pm _____  8pm to 10:30pm _____  Fri. – Sun.: No Minimum _____</p>	<p><b><u>Patio</u></b>  Maximum: 40 guests  Weekday: \$500  Open Time _____  Fri. – Sun.: No Minimum _____  (20 or more guests required)</p>
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Group Name/Company: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Event Host: \_\_\_\_\_  
FIRST LAST FIRST LAST

Day Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Day: \_\_\_\_\_ Event Time: \_\_\_\_\_ Guest Count \_\_\_\_\_

Credit Card Type (select one): Visa \_\_\_\_\_ MC \_\_\_\_\_ AE \_\_\_\_\_ Discover \_\_\_\_\_ Diner's Club \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Holder or Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE PRINT

Special Instructions: \_\_\_\_\_

*I, the undersigned, have read, fully understand, and agree to the terms of Birk's Cocktail Reception Contract, including the food and beverage minimum policy. I authorize the above noted credit card to be charged in order to secure a reservation for my event. I acknowledge that this credit card deposit will be applied to the bill upon conclusion of the event, unless indicated otherwise in special instructions above.*

Credit Card Holder or Authorized Signer: \_\_\_\_\_  
SIGNATURE

**To secure your reservation, please complete all of the information above and return this page of the contract with the appropriate deposit to our Private Dining Coordinator. Cancellation of an event with less than 24 hours notice will result in loss of deposit.**

**\*Please be aware that this correspondence does not constitute a hold or reservation. All parties of 15 or more and reservations for private rooms require a deposit, signed contract and confirmation of receipt and availability. \***



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Thank you, for considering Birk's Restaurant for your event. Birk's serves Midwestern, corn-fed, U.S.D.A. prime, 28 day dry-aged, free-range and grass-fed beef, organic poultry, fresh fish and chops cooked over almond wood and imported mesquite charcoal. The classic American cuisine served at Birk's is complimented by our chef's daily creations, which are influenced by the availability of local and seasonal produce. The bar offers premium liquors, serves an array of single malt scotches and has rotating microbrew selections on tap. Consistently, Wine Spectator Magazine has nationally recognized Birk's for having one of the best wine lists in the world.

It is our goal to provide our guests with an excellent dining experience and we appreciate you giving us the opportunity to do so. If you have any questions or special requests, our private dining coordinator will be happy to assist you.

### Private Dining Policies

- All cocktail receptions, parties of 15 or more and reservations for private rooms require a deposit, signed contract and confirmation of receipt and availability.
- 50% of the food and beverage minimum is required as a deposit to secure the reservation time and date for an event in a private room with a minimum. A deposit of \$250 is required to book the Deck room, Banquet room or Patio on Friday thru Sunday evenings.
- We do not hold private rooms without the deposit and signed contract.
- Menu selections for cocktail menus should be submitted 48 hours prior to the event. Menu selections submitted within 48 hours are subject to availability.
- We are happy to accommodate special requests beyond our usual menu, please give us 72 hours advance notice so we may honor your requests.
- If booking an event within 24 hours, our standard cocktail menu may be used.
- All events will have a hosted bar unless otherwise noted in the special instructions section on the contract.
- Birk's offers specialty flowers and linens upon request, please speak with our private dining coordinator to make arrangements.
- Events scheduled within a time limit are allotted 2 ½ hours; events that exceed the allotted time period will be charged overtime fees at \$125 per 15 minutes over the time scheduled.
- The food and beverage minimum will include all food and beverages consumed on the premises.
- If your group does not meet the food and beverage minimum, the difference will be added to the final check as a room charge.
- The food and beverage minimum is non-inclusive of 9.25% state sales tax or 20% service charge.
- Final payment of any remaining balance, including the 9.25% state sales tax and the 20% service charge is due upon completion of the event.
- The deposit will be applied to the final bill at the conclusion of the event.
- The final payment may not be divided into separate checks.
- Acceptable methods of payment are cash, company check (sorry, no personal checks), or credit card.
- Cancellation of an event with less than 24 hours notice will result in loss of deposit.
- Birk's policy is to hold contracted reservations for up to 30 minutes past the scheduled reservation time. Please speak directly to the private dining coordinator or the manager on duty if you need to change your reservation time.