



# Non-Private Dining Contract

Please review the following policies regarding all parties of 15 to 23.

- All parties of 15 or more require a \$200 deposit, signed contract and confirmation of receipt and availability.
- Our full menu is offered for up to 23 guests. If preferred, a custom menu is available.
- Menu selections for custom menus should be submitted 48 hours prior to event. Custom menu selections submitted within 48 hours are subject to availability.
- If booking an event within 24 hours, our standard limited menu may be used.
- All events will have a hosted bar unless otherwise noted in the special instructions section on the contract.
- Final payment of any remaining balance, including 8.25% state sales tax and a 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 with the private dining coordinator or the manager on duty if you need to change your reservation time.

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 Non-Private Dining Contract. 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.\***