



Restaurant Buyout Contract

Thank you, for considering Birk's Restaurant for your private dining 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

- Buyouts may be scheduled on a Friday, Saturday or Sunday evening. The food and beverage minimum is \$11,000.
- 50% of the food and beverage minimum is required as a deposit to secure the reservation time and date. We do not hold restaurant buyout dates without the deposit and signed contract.
- Menu selections for custom menus must be submitted at least 72 hours prior to the event. Menu changes made within 72 hours are subject to availability.
- Birk's offers specialty flowers and linens upon request. Please speak with our private dining coordinator to make arrangements.
- All events will have a hosted bar unless otherwise noted in the special instructions section on the contract.
- 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 8.25% state sales tax or a 20% service charge.
- 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 7 days notice will result in loss of half of the deposit. Events cancelled within 48 hours of the event will result in the loss of the entire 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.



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Group Name/Company: _____

Event Contact: _____ Event Host: _____
FIRST LAST FIRST LAST

Phone: _____ Ext: _____ Fax: _____

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 Restaurant Buyout 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.

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.