



Restaurant & Bar

Paragon Restaurant & Bar

Bevan Bunch
701 Second Street
San Francisco, CA 94107
direct 415.537.9020
main 415.537.9020
fax 415.520.9118
bevan@paragonrestaurant.com
paragonrestaurant.com

Event Agreement & Credit Card Authorization

Once the agreement is signed and faxed to 415.520.9118 your event date will be confirmed.
Thank you for bringing your business our way!

c/o	Home Tel. No. Work Tel No. Cell Tel No. Email 1 Email 2
-----	--

Event Date _____ Occasion _____ Type of Event _____ Event Space _____ # of Guests _____ Arrival Time _____ Seating Time _____ Departure Time _____	F&B Minimum \$ _____ The f&b minimum represents the minimum food and beverage revenue requirement during your event. CA state tax, rentals and 20% gratuity do not count towards this figure rather will be added in addition. Deposit \$ _____
Contract due by: Wine choices due by:	Menu choices due by: Final guest # due by:
Additional Terms:	

Agreement Terms & Conditions

Guest Guarantee Clause: In order to best serve you, guaranteed guest counts are due 5 business days in advance of the event. If no guarantee is received, client will be charged for the highest, most recent guest count, or for the number of guests in attendance, whichever is greater. Should the actual number of guests fall below the guarantee, client will be charged for the difference. Guarantees are charged based on the preselected menu price or for a la carte menus, an estimated cost per person of \$25 for dinner and \$15 for lunch will be charged. Accommodations will be made for additional guests if possible, but cannot be guaranteed. Paragon Restaurant reserves the right to move the function if guaranteed guest count is not within original estimated guest count.

Cash and Carry Clause: A cash and carry event is one where individual members of a group purchase food, drinks or both, rather than having one check for the whole group. For cash and carry events only those items purchased through the server or servers of the event will be added to the total to meet the food and beverage minimum. Drinks or food purchased through the inside bar will not be added to the total.

Cancellation: The customer must inform Paragon Restaurant (specifically the Special Events Manager) of cancellation of the event with at least 30 business days notice. If proper cancellation notice is not given the deposit figure or the menu price times your final head count (whichever is greater) will be charged.

Payment: All charges will be presented to the host and are payable at the immediate conclusion of the event. Final payment is accepted in the form of credit card, company check or cash.

Food and Beverage: Due to health, safety and liquor laws, all food and beverage must be supplied by Paragon Restaurant (except for cakes and bottled wine) and must be consumed onsite. The cake cutting fee is per person. The corkage fee is 15 per 750 ml bottle. Paragon Restaurant strictly adheres to all state and federal laws pertaining to sales and service of alcoholic beverages, including sales to minors and intoxicated persons. Menu choices are due 5 business days prior to the event. The food & beverage minimum is for food & beverage only. A 20% service charge, California state tax and 3.5 % SFAHCI will be added to all food & beverage sales or the food & beverage minimum, whichever is greater.

Contracted Services: Outside services contracted by the customer must be approved by Paragon Restaurant in advance. Any damage caused to the premises by the client's contracted services will be the responsibility of the client. Any outside services contracted by Paragon Restaurant must be paid in full at the immediate conclusion of the event. Payment is nonrefundable if contracted services cannot be canceled.

Display and Decorations: All displays and/or decorations proposed by client will be subject to prior approval by a Paragon Restaurant representative for each event date. Please no glitter, confetti, birdseed or rice. Nothing is to be taped or pinned to any walls. All decorations must be removed at the end of the event. Paragon Restaurant will not be responsible for any items left behind. Any damage caused to the premises will be the responsibility of the client.

Excused nonperformance: Paragon Restaurant shall be excused from performing any obligations under this agreement for so long as such performance is prevented, delayed or hindered by fire, flood, explosion, strikes or any other causes beyond reasonable control. If food or services specified cannot be furnished for any reason due to such circumstances, other food and services may be substituted at prices ordinarily charged for them, but not in excess of the price agreed upon.

For credit card guarantees: I authorize Paragon Restaurant to charge the deposit figure above or the menu price times my final head count (whichever is greater) to my account number listed below in the case that I do not cancel my event with at least 2 business days notice.

Signature _____ Date _____

A signature indicates that you have read and agree to the terms and details as outlined above

Payment Method _____

CC # _____

Exp Date _____