

PARAGON

Restaurant & Bar

Paragon Restaurant & Bar
701 Second Street
San Francisco, CA 94107
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stacey@paragonrestaurant.com

PARAGON RESTAURANT SPECIAL EVENT CONTRACT

Date of Event	
Client Name	
Contact Name	
Contact Phone Number	
Time of Event	
Type of Function	
Space Reserved	
Food & Beverage Minimum	
(This figure represents the minimum food and beverage Revenue requirement during your event. CA state tax and gratuity do not count towards this figure)	X _____ Initials
Contract Due Date	End of Business
Guest Count	
Guest Count Due Date	
Menu Selection Due Date	

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Guest Guarantee Clause: Guaranteed guest counts are due 5 business days in advance of the event. If no guarantee is received, client will be charged for the most updated guest count given, 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 pre-selected 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.

Cancellation: The customer must inform Paragon Restaurant (specifically the Special Events Manager) of cancellation of the event with at least 2-business days notice. If proper cancellation notice is not given a fee of \$500 will be charged.

Late Arrival: You will be allotted a 45-minute grace period after the designated start time of your event in which your reservation will still be honored. If your group does not arrive and/or call a Paragon Restaurant within this grace period, your reservation will be cancelled and you will be charged for your guaranteed headcount. It will be up to the discretion of the Paragon Restaurant Manager whether your reservation can still be honored dependant upon your arrival time.

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. The cake cutting fee is \$2/slice. The corkage fee is \$10/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 10 business days prior to the event. There are established food and beverage minimums for each reserved area of the restaurant. *The food & beverage minimum is for food & beverage only.* A 20% service charge and California state tax 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 non-refundable if contracted services cannot be canceled. Any live music, including DJ's, must end by 11:00 p.m.

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 Non-Performance: 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.

Group Name: _____ Event Date: _____

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

Signature _____ Date _____

For credit card guarantees: I authorize Paragon Restaurant to charge \$500 to my account number listed below in the case that I do not cancel my event with at least 2 business days notice.

CC Type _____

CC# _____ Expiration Date _____

Client/credit card owner authorized signature _____