



Event Name: _____

Date Reserved: _____

Start Time of Event: _____

End Time of Event: _____

Point of Contact: _____

Point of Contact Number & Email: _____

Event Agreement Guidelines

Rooftop Rental Fees: The Combine charges a \$500 Non-Refundable fee for all Rooftop events to cover building rental charges. The non-refundable fee is not included in the below scale.

Rooftop rental fees are based on the following scale:

\$1,250 Monday-Thursday

\$2,500 Friday-Sunday

The final bill must be paid in full (3) business days before event.

Private Room Space: The Combine charges a Non-Refundable deposit fee for all private room space events and a minimum must be met. The non-refundable deposit fee is not included in the minimum

Private room space fees are based on the following scale:

\$150 non-refundable deposit fee for up to (2) hours with a \$300 food and drink minimum

\$300 non-refundable deposit fee for over (2) hours with a \$500 food and drink minimum

Restaurant Space: The Combine charges a Non-Refundable deposit fee for entire restaurant space events and a minimum must be met. The non-refundable deposit fee is not included in the minimum

Restaurant space fees are based on the following scale:

\$700 non-refundable deposit fee with a \$3,000 food and drink minimum

Rooftop and Restaurant: The Combine charges a Non-Refundable deposit fee for entire restaurant and rooftop space events and a minimum must be met. The non-refundable deposit fee is not included in the minimum.

Restaurant space fees are based on the following scale:

\$1000 non-refundable deposit fee with a \$5000 food and drink minimum

Guarantee: A guaranteed final count is due (3) business days in advance of event. If tickets are being sold the total amount of tickets sold will need to be submitted. Food menu (If using an outside

caterer) is due (7) business days prior to event. If no guarantee is received, the Guest will be financially responsible for the most updated guest count given, or the number of guests in attendance, whichever is greater. The Combine will not be obligated to set-up or serve more than 5% above the guaranteed number.

Gratuity & Taxes: All Food and Beverage is subject to a 20% Service Charge and applicable sales taxes. Organizations that are tax exempt are required by law to provide a tax-exempt certificate by the date of event.

Cancellations: A valid credit card must be provided at the time of booking to hold the Rooftop space for the date indicated. If final payment is not received (3) business days prior to scheduled event then date and event will become terminated. This credit card will be charged 20% of the total estimated charges if the event is cancelled less than 72 hours before it is scheduled.

Food & Beverage: Due to health, safety and liquor laws, all food and beverage must be supplied by The Combine. Any outside Caterer must be approved by The Combine. In the event an outside Food Caterer is used all charges will be incurred by The Combine and that Caterer and Caterer fees will be paid by The Combine subject to an internal contract between The Combine and Caterer. No outside food may be brought in with the exception of specialty cakes or cupcakes that have been approved by The Combine Special Events Manager. The Combine adheres to all state and federal laws pertaining to sales and service of alcoholic beverages including sales to minor and intoxicated guests.

Amenities: The Combine offers wireless internet access, chairs, tables, close parking, professionally trained staff to serve, set-up and breakdown, built-in or satellite bars, 2 hours set-up time prior to your event, personalized beverage menus. Also, you are allowed up to 1-hour consultation with the Managing Partner or Authorized Representative.

Excused Nonperformance: The Combine will be excused from performing any obligations under this agreement that is delayed or hindered due to an act of God. This includes fire, flood, labor dispute, strikes, etc. In the case of inclement weather for Rooftop events, The Combine will work with the parties involved to establish another date based upon availability.

Decorations/Damages: All decorations must be approved by The Combine. Any damages to personal property occurring prior to, during or after the event will be the Guest's responsibility. The Combine will not assume liability for theft or damage of personal property prior to, during or after an event.

Collection Fees: Should The Combine employ an agency to collect any past due amounts hereunder Guest agrees to pay all costs of such collection, including, but not limited to, reasonable attorney's fees, court costs and expenses.

Live Music: The Combine does not allow live music or DJ's on the rooftop (unless approved by The Combine Owners). The use of DJ's or live music is allowed in the restaurant on the main level. Live music or DJ's music must be turned off by:

Sunday - Thursday at 9PM (unless approved by Owners)

Friday - Saturday at 10PM (unless approved by Owners)

If these event guidelines meet with your approval, please accept this event agreement and applicable additional terms in ink or electronically.

Additional Event Details: _____

Guest Signature: _____

Printed Name: _____

Date Signed: _____

Credit Card #: _____ **Expiration Date:** _____