



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 Skyline Rooftop at The Combine requires a total booking fee of \$1,000 for entire rooftop rental. This fee is divided as follows:

- A non-refundable booking fee of \$500.
- A \$500 fee that will be applied towards your minimum balance requirement

The minimum rental fees are as follows:

- \$2,500 Monday-Wednesday

Rooftop Lounge Area Fee: The Skyline Rooftop at The Combine requires a total booking fee of \$250. This fee is divided as follows:

- A non-refundable booking fee of \$150
- A \$100 fee that will be applied towards your balance minimum

The minimum rental fees are as follows:

- \$1,000 Wednesday-Sunday

(Booking fee must be paid in full at least (3) business days before event).

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 booking is not received (3) business days prior to scheduled event then the event will become terminated. The customer's 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 Skyline Rooftop at 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 Skyline Rooftop at 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 Skyline Rooftop at 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 Skyline Rooftop at 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 Skyline Rooftop at 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 your approval, please accept this event agreement and applicable additional terms in ink or electronically.

Guest Signature: _____

Printed Name: _____

Date Signed: _____

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