

**PRIVATE DINING CONTRACT**

1. **CONTRACT and DEPOSIT**: A signed Private Dining Contract and a five hundred dollar ($500.00) nonrefundable deposit in case of cancellation are required to guarantee the room. Please note that the $500 deposit will be returned back to the customer 2 business days after the event.
2. **CANCELLATIONS**: For all cancellations of events, the deposit is forfeited. All private party reservations are subject to pay half of total bill if party is cancelled 72 hours before reservation date.
3. **FORCE MAJUERE**:

Should Venue be unable to perform under this Agreement due to acts of God, acts of terrorism, disasters,

government regulation, civil disorder, weather, strikes, or other events or circumstances beyond its control, Venue shall notify Patron as soon as reasonably possible and Venue shall either reschedule the Event to such date and time as mutually agreed to by the parties or return the total amount already paid by Patron to Venue under this Agreement.

1. **DAMAGES**: The Client assumes responsibility for any damage that may occur on the premises: this includes, but is not limited to breakage of glasses and/or dishes, damage of walls, ceiling, fixtures, carpet, wood flooring, draping, tables, chairs, textures etc. Grand Duke’s Restaurant management reserves the right to assess a service charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function. $500 deposit may be subject to be kept as a coverage of the damages.
2. **MENU SELECTION:** For all functions, Grand Duke’s Restaurant must have your selected menu seven (7) days prior to the function date. Grand Duke’s Restaurant reserves the right to substitute an entrée of equal or greater value at the client’s expense if the guest number increases. Grand Duke’s Restaurant will charge for the guaranteed number of guests, or the total number served, whichever is greater.

**GUEST GUARANTEE:** For all functions, Grand Duke’s Restaurant must have a guest number confirmation 3(Three) days prior to function date. Grand Duke’s Restaurant will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within three days prior to function date, Grand Duke’s Restaurant will consider the original expected guest number on page two of this contract as the final guest count. Depending on Restaurant’s Needs, we reserve the right to change rooms unless otherwise guaranteed by larger deposit of $1000.00.

1. **FOOD AND BEVERAGE**: All Food must be purchased and prepared through Grand Duke’s Restaurant. The only exception is wedding or birthday cakes. No other outside Items are allowed. If a cake is being brought to our Private Dining, there is $1.50 per person fee for cake cutting and plating (with the exceptions of packages priced at $115/per person and higher), additionally, the original receipt will be needed.
2. **FINAL PAYMENT**: Private Dining Client agrees to pay the current menu price as quoted by manager one week in advance. Add on’s from either liquor or food items will be added on to bill at the completion of event. Final payment for the function must be made at the completion of the function. Payment can be made by cash, debit or credit card. There will be additional 3.5% credit card fee processing.
3. **TAX AND GRATUITY:** A 21% service fee and 9.5% Illinois sales tax are added to all Private Dining functions.
4. **DECORATIONS**: Decorations must be approved by Grand Duke’s Restaurant management. All display exhibits and decorations must conform to fire and safety codes. The Client is responsible for taking down all approved decorations before leaving. Confetti is not permitted. If confetti is brought in, an additional $150 clean up fee will be charged.
5. Grand Duke’s Restaurant is not responsible for damages to or the theft of parked automobiles or contents thereof during the scheduled event.

**PRIVATE DINING CONTRACT FORM & DEPOSIT**

TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GUEST COUNT ESTIMATE: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

SMALL ROOM TO BOOK MIN $2,000\_\_\_\_\_

CLIENT/CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$500 DEPOSIT REQUIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPOSIT PAYMENT OPTIONS: □**  CASH **□** ZELLE TO : [info@granddukesrestaurant.com](mailto:info@granddukesrestaurant.com) □ CREDIT CARD:

□ MasterCard Visa □Discover □American Express **Note:** 3.5% credit card processing fee will be added to credit card deposits

CREDIT CARD #: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_ NAME AS APPEARS ON CREDIT CARD:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXP. DATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_\_\_\_\_\_

I hereby authorize Grand Duke’s Restaurant to debit the above credit card in the amount of five hundred dollars to be applied as security deposit for the above reservation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE DATE**

This Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and Grand Duke’s Restaurant .The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and; the preceding one page by signing and dating below the undersigned accepts this contract and agrees to comply with same.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE DATE**

**If deposit is paid with ZELLE please list your information for the return of deposit:**

**Name on Zelle Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number or email on Zelle Acount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**