

## Contract for Johnson & Johnson

Client Name:	Min Kim	Minimum Spend:	\$ 650.00
Company Name:		Total Charges:	\$ 650.00
Date of Event:	September 14, 2015	Estimated Total:	\$ 856.57
Day of Week	Monday		
Time of Event:	6:00 pm PDT		
Number of Guests:	20 Estimated Guests		
Room/Space:	Heated Lounge		

### Paul Martin's American Grill Event Policies

**1. Deposit/Cancellation** – During peak periods, Paul Martin's American Grill requires an initial deposit of 20% of the total quote of the event or \$200, whichever is greater, upon signature of this event policy agreement. In the event of cancellation within 15 days of the event, 0% of the total paid deposit will be refunded to the guest. If cancellation is before 15 days of the event, all deposits may be applied to a different date within one year of original event date. In the event that the deposit has been waived, a cancellation fee will be implemented. If the event is cancelled within 3 days of the contracted date, the full food and beverage minimum will be charged.

**2. Guaranteed Guest Count** – The guaranteed guest count is due from the Guest three business days in advance of the event. If no guaranteed guest count is received by Paul Martin's American Grill, the restaurant will set for and charge for the estimated guest count or the actual number of guests in attendance, whichever is greater. If the guaranteed number of guests do not show, and the minimum spend is not met, then a per person charge will be added to your bill. Paul Martin's American Grill cannot ensure additional seating should the actual guest count exceed the guaranteed guest count or room capacity. Every attempt will be made to accommodate additional guests on a space available basis. By Approving the Proposal or signing below, the client affirmatively acknowledges it/he/she has been made aware of this disclosure.

**3. Gratuity** – A 3.5% Administration Service Charge will be automatically added to your final bill. This fee does not represent a tip or service charge for wait staff employees, service employees or service bartenders, but rather, will be remitted to the Private Dining Coordinator. For your convenience an 18% and 20% Service Charge will be listed on your bill for your service staff gratuity. If you wish to modify this in any way, you may do so on the final check. The total proceeds of this gratuity will be provided to the wait staff employees, service employees, and service bartenders. Please notify your Paul Martin's American Grill Guest Services Managers if you have any questions.

**4. Authority** – Any person signing an agreement with Paul Martin's American Grill in the name of a corporation, association, or society represents to Paul Martin's American Grill that he/she is authorized to sign the agreement on behalf of the organization. In addition, the signature on this Agreement will act as a signature on file if a credit card is used as a deposit or final payment; therefore, the cardholder must sign this agreement.

**5. Payment** – All payments must be made by: American Express, Diners Club, MasterCard, Visa, certified check, money order, or cash. Final payment is due upon conclusion of event.



**6. Taxes** – Guests agrees to pay any and all federal, state, municipal or other taxes imposed on or applicable to event. Groups or organizations claiming exemption from applicable taxes are responsible for providing Paul Martin's American Grill with a copy of the organization's tax exemption certificate: otherwise applicable taxes will be charged to the guests.

**7. Food and Beverage** – Due to health, safety, and liquor laws of each state all food and beverages must be supplied by Paul Martin's American Grill, unless approved by the Private Dining Coordinator. A service fee may be charged on items not supplied by Paul Martin's American Grill.

**8. Security** – Paul Martin's American Grill reserves the right to inspect and control all events, and may, in its discretion, require security for certain events, particularly those with minors in attendance. The cost of such services will be the Client's responsibility. Paul Martin's American Grill will not assume any liability for theft or any other type of loss or damage to personal property occurring either prior to, during, or after the event.

**9. Deliveries** – With prior arrangement, Paul Martin's American Grill will accept packages sent no earlier than 1 business day prior to the event. Any shipment prior to such dates, or deemed excessive in size or volume, may be subject to a storage fee.

**10. Display and Decoration** – All displays and/or decoration proposed by Guests will be subject to prior approval by a Paul Martin's American Grill representative in each instance. Any damage caused to the premises will be the responsibility of the guests.

**11. Alcoholic Beverages** – Paul Martin's American Grill strictly adheres to all laws and regulations pertaining to the sales and service of alcoholic beverages, including sales to minors and intoxicated persons.

**12. Excused Non Performance** – Guests agrees and acknowledges that Paul Martin's American Grill shall be excused from performing any obligations under this Agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, flood or explosion, strikes, labor disputes, inability to procure labor, equipment materials or surplus, or any other causes beyond its reasonable control.

By Approving this Proposal or signing below I acknowledge that I have read and agree to all of the Event Policies of Paul Martin's American Grill, and to any information listed within the Event Summary for this Event.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Signed): \_\_\_\_\_

