



Private Events Contract

Primary Contact: _____

Additional Contacts: _____

Phone: _____

E-Mail: _____

Event Date: _____

Event Type: _____

Number of Guests*: _____

Arrival Time: _____

Dining Room/Location: _____

* We require a minimum guest count in the Library (20 guests) and the Harbor room (40 guests). Confirmed guest count is due seven DAYS prior to event. **Confirmed reservation will determine number of entrees purchased**, regardless of actual attendance.

Note: The following card will be used for the facilities fee with customer consent. Your Credit Card information is required to confirm your event date.

Yes, charge this card for facilities fee: _____

No, do not charge this card for facilities fee: _____

Name on Card: _____

Billing address: _____

Credit Card Number: _____

Type of Card: _____ Expiration: _____

Facilities Fee: _____

We, the undersigned, agree to utilize the banquet facilities (including food & beverages) of Mission Table for our event. We agree to pay a non-refundable facilities fee at the signing of this contract to reserve the date of our event. Without a signature on this contract, we accept that this contract is void. We agree to a final guest count 7 days prior to the event. We also agree to pay additional charges that we may incur due to increased guest count, additional equipment needs or increased beverage consumption. We agree that the facilities fee may be held if cancellation occurs. We agree not to hold Mission Table responsible for event interruption or cancellation due to acts of God or nature. Due to possible changes, determination of final menu selections will be made no more than 30 days prior to the event, and we agree to allow Mission Table to substitute food or beverage products based on their availability. We agree to allow Mission Table and its employees to refuse alcoholic beverage service to apparently intoxicated or minor guests. We, the undersigned, are responsible for any contracts made with outside vendors such as florists, confectioners, musicians, photographers, and any other vendor. We, the undersigned, agree to billing based on consumption and paid in full the evening of the event.

- I understand that in the event of a cancellation with less than 90 days notice a \$50 charge per guest

will be incurred on this card.

Customer Signature_____

Date_____

Type of Service:

Appetizers	Entrées
Soup or Salad	Dessert
Beverage Services	

Reminders

Things to keep in mind when hosting a wedding dinner reception (and ceremony) at Mission Table:

We are a restaurant and open to the public. In hosting your special day, it is our goal to not only make your day unforgettable, but in making your day special we also strive to make our everyday dining guest's experience special as well. We do ask that when hosting you consider the following:

- If you would like to reserve the space to hold your rehearsal prior to your event, please arrange this with our events staff (depends on availability).
- We ask to stay on schedule that is outlined in your planning of your event. Our time restrictions will need to be enforced and ceremonies must conclude according to the times listed by location.
- In order to make your pre-event planning smooth Mission Table would like to be informed of any floral arrangements, decorations or cakes and be delivered the day of your event.
- No dancing or amplified music in Mission Table. You may have acoustic musicians or a small docking station.
- Access to our Bridal suite is available at 5:30 pm. The earliest a ceremony can take place is after 6:00 pm.
- We are happy to coordinate vehicle traffic and all property-related matters, but it is beneficial to have a family member, friend or commissioned wedding coordinator on hand to coordinate the intricacies of the ceremony.
- Decorating must be done the day of the event after 10:00 AM and break down of items removed after the conclusion of the event.
- Our wait staff is trained to monitor alcohol consumption and signs of impairment and will act accordingly with you and your guests. **No outside beverages allowed.**
- A \$2/plate cake-plating fee will be added to all wedding cake service. No charge if the desserts are single portioned (cupcakes, petit fours, etc.).
- Our staff is responsible for the coordination of the food and beverage. In order for your event to be executed exactly how you want it, we rely on your coordination to orchestrate the details of the ceremonies or receptions. Please see our list of recommended event professionals.
- **Payment is due at the conclusion of the event in full.**
- Vendor meals and seating must be arranged prior to your event. Vendors are typically fed what your guests are fed and charged accordingly.
- 20 guest minimum in Library (35 maximum). 40 guests minimum in the Harbor Room (60 maximum).

Customer Signature_____

Date_____