



5800 Santa Rosa Rd. Camarillo, CA 93012; Tel. (805) 388-5550

Event Planner Contact

Tom Petrucci

805-388-5550

tom@themanhattanofcamarillo.com

Special Event Contract Agreement

Thank you for your interest in The Manhattan of Camarillo for your next private dining experience. We are fully committed to providing an evening you will never forget! The Manhattan private Wine Room and our enclosed patio Beer Garden are the ideal venues for wedding rehearsal dinners, birthday celebrations, anniversary dinners, corporate gatherings, just to name a few. Our private dining experience proudly offers the following for each unique occasion.

- Seasoned Service Staff & Management
- Experienced Event Planner
- Audio/Visual Available
- Private ADA Entrance
- Attentive Service From Start to Finish
- Craft Cuisine and Beverages Prepared to Order

Leave the hassle to us. We are completely transparent on all charges. At The Manhattan you can be assured all the details will be covered before your event so you can relax and enjoy your evening. There is no room fee unless the food and beverage minimum is NOT met. (See below for amounts).

Food and Beverage Minimum Requirements:

The following are the food & beverage minimums for the Wine Room and our Madison Beer Garden. The minimum for your event is calculated into the Financial Summary herein. (Happy Hour pricing is not available for private events. All pricing is subject to tax and gratuity. All pricing is subject to change).

Wine Room/Maximum 40 people:

Friday & Saturday: Evenings: 3pm – close - \$1,000.00++ minimum food & beverage

Tuesday – Thursday & Sunday: Evenings: 3pm – close - \$800.00++ minimum food & beverage

Beer Garden/Maximum 60 people:

Tuesday-Thursday, Saturday & Sunday Evening: 3pm – close - \$3000.00++ minimum food & beverage

Friday Evening: 3pm – close - \$3500.00++ minimum food & beverage

The entire Restaurant is available for private events. Please inquire if interested.

Confirmation of Reservation:

Confirmation is not made until The Manhattan receives signed contract and retainer for said date. You may either mail the contract in with your retainer check, email your signed contract with your Credit Card info, call in with your Credit Card info. or come in person to deliver the signed contract and payment of retainer.

Menu Selection:

In consultation with The Manhattan, the Customer shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this Contract and initialed by Customer and The Manhattan. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

Payment and Method of Payment: Retainer

A retainer is required to secure your date. We require 30% of your minimum food & beverage requirement. The retainer will be applied to your final bill. The balance will be due at the close of the Event. We accept cash, credit card (Visa, MC, Amex and Discover) and approved checks for all retainers for bookings at least 2 weeks before the event date. Checks are not allowed if the booking date is less than 2 weeks from the event date.

Final Payment

Final Payment is due at the conclusion of the Event. No split checks are permitted. We do not accept personal checks for final payment. We do accept cash and credit card (Visa, MC, Amex and Discover).

Cancellation and Deposit Forfeiture Policy

The following cancellation and retainer forfeitures apply:

Party cancelled over 61 days before the Event: 100% refund of retainer.

Party cancelled 60 days to 8 days before the Event: 50% refund of retainer.

Party cancelled 7 days or less before the Event: 0% refund of retainer.

Final Guest Count

A FINAL HEAD COUNT of all adults and children must be provided by 1:00pm **3 DAYS** prior to your Event. The guaranteed number at the day given will be what you will be charged on your final bill, unless more guests are added at a later time. You are allowed to add guests to the count after the guarantee, but you are not allowed to delete after the guarantee has been made. If guests you guaranteed do not attend, you are still charged for your final guarantee.

Final Entrée Selections

A FINAL MENU SELECTON from the menu option you have selected for all adult guests must be given to us no less than **7 DAYS** prior to your Event.

Amenities and Additional Services Provided

At the request of the customer, additional items and services may be provided. Customer shall request special items and services no later than 1 Week prior to event date. This will give The Manhattan time to confirm additional services and fees if necessary.

AV Equipment

The Manhattan has a projection screen available at no charge. If you need an LCD Projector the rental cost is: \$75.00+. You are welcome to bring in your own equipment. We ask that you please inform management what you will be bringing in, so that we may accommodate you with a table, etc. for set up.

Deliveries

Floral arrangements, musical instruments, and wedding/specialty cakes, etc. may be delivered to The Manhattan on the day of the Event, during regular business hours with prior Management approval and must be removed at the close of the Event. The Manhattan will not be responsible for lost or stolen items brought in by Customer, Customer guests, or vendors hired by Customer.

Alcoholic Beverages

The Management carries a mixed beverage license. Wine and Champagne are the only Alcoholic Beverages allowed to be brought on to the premises. Corkage fee: \$20ea. for 1st 2 bottles. All bottles thereafter \$50ea. The Manhattan and its employees have the right to refuse service of alcoholic beverages to any patron or guest who by his/her behavior or appearance is believed to be incapable of tolerating further alcohol consumption.

Smoking

By law no smoking is allowed within 25 feet of the restaurant or community area.

Special Event Contract Agreement

Date of Contract:

Event Date:

This is a Contract for services and agreement to pay for services in accordance with the terms set forth herein, between **The Manhattan of Camarillo** ("The Manhattan") and:

Group Name:

Contact:

Address:

Phone:

Email Address:

Type of Event:

Starting Time of Event:

Ending Time of Event:

Estimated Number of Guests:

Madison Beer Garden _____ Wine Room _____ Entire Restaurant _____ (check one)

Minimum food and beverage minimum requirement \$ _____

Required retainer \$ _____

PAYMENT FOR RETAINER REQUIRED

Check One:

Visa

MC

Amex

Discover

Name on Credit Card _____

Credit Card # _____

3- or 4-digit code: _____

Exp. Date ____ / ____ / ____

SIGNATURE: (Client) _____

FINAL PAYMENT IS DUE IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT

SIGNED: **Tom Petrucci** The Manhattan Manager

DATE:

SIGNATURE: _____ (Client)

PRINT NAME: _____

DATE: ____ / ____ / ____