



## Private Event Terms and Agreement

At Poured, we are committed to a high quality of service and products. While we recognize that last-minute changes are sometimes unavoidable, providing the best guest experience possible requires advance planning and preparation.

**Guarantees:** It will be your responsibility to furnish guarantees. The guaranteed number of people must be received by the Event Coordinator/Manager no less than 72 hours (3 days) prior to the function. If you have an increase in your number, please notify the Event Coordinator/ Manger within 24 hours as to ensure proper stock and preparation of contracted food and beverages. If you do not meet your minimum in food and beverage costs, the remainder will be charged as a rental fee. A 20% gratuity and 8.25% tax will be charged on the minimum.

**Cancellations:** Cancellations must be received no less than 7 days prior to event to be valid for a full refund of the deposit and/or release from payment. Cancellations received within 7 days of the contracted event date, will be billed 50% of the contracted food and beverage minimum. With approval from Event Coordinator, the client may postpone the date of the event within 90 days and use any paid deposits toward the rescheduled event.

**Payment:** For all types of functions, a signed Event Contract, initialed Banquet Event Order and a credit card number are required to secure the reservation. Full payment is due at the conclusion of the contracted event.

**Tax & Service Charges:** Menu prices and food and beverage minimums are subject to 8.25% Texas sales tax and a 20% service charge. Tax exempt organizations must furnish a current Texas Sales & Use Tax Exemption with the signed contract. There will be a \$400 catering fee added to the final cost of the event.

**Decorations:** Decorations may be brought in prior to the event start time. The host/hostess is responsible for decorating the space. Any decorations left will not be stored so please make sure you take everything with you when leaving. **\*\*Please no confetti or glitter\*\***

**Food and Beverage Selections:** All menu items are subject to availability and seasonality. If necessary, comparable substitutions will be made with no increase to the contracted menu price. Menus that are not submitted within seven (7) business days prior to the event date will be pre-selected by event coordinator. Food and beverage minimums include any and all food items, and any and all types of beverages (alcoholic or nonalcoholic) provided by Poured. Guests with special dietary needs may be accommodated with advance notice. Outside desserts are acceptable.

**Event Time:** Beginning and ending time must be decided on when contract is signed and will include a time for set up. You may arrive up to one hour prior to the start time of your event to decorate the space. Events held outside of normal business hours must end by 2 p.m. to allow staff time to reset the space for regular operating hours. A timely arrival is greatly appreciated, as a late arrival will impact the dining time allotted for your experience. If an event is scheduled prior to regular business hours and goes over allotted time into regular business hours, depending on the size of the party, a per hour charge for space rental may be assessed to the final bill and is up to the discretion of the Event Coordinator.

**We look forward to exceeding your expectations.**

Event Date & Time: \_\_\_\_\_

Event Type: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Contact Name Contact Info:

Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Contact Signature: \_\_\_\_\_ Date \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_