



Patio Rental Agreement

DATE OF EVENT: _____ GUEST COUNT: _____
 TIME OF EVENT: _____ BOOKING CONTACT: _____
 COMPANY/GROUP NAME: _____ EMAIL ADDRESS: _____
 ADDRESS: _____ PHONE #: _____

We appreciate your interest in allowing us at Spirits Food and Friends to host your event. Our goal is to provide you and your attendees with a memorable and thoroughly enjoyable event.

The restaurant's patio is used for general dining. Therefore, a minimum food & beverage expenditure is required for exclusive private use of the patio for four hours.

DEPOSIT

A credit card guarantee is required to confirm the reservation. A deposit of \$500 must be received, along with this signed agreement to secure the space, date, and time. Please be advised that no reservation is confirmed until the deposit is received and the space may be rented to another prospective client if there is no confirmed deposit. Your deposit will be credited to the final bill upon payment. Collected deposits are non-refundable if the reservation is cancelled less than 4 days prior to the event date.

EVENT BILLING

The client will be responsible for all charges as specified on the catering event form & food and beverage quote. All outstanding balances of the event are due upon the conclusion of your event. If your company or organization is Louisiana Sales Tax-Exempt, please attach a copy of your tax-exempt certificate to this Agreement and return it to the Director of Catering. This certificate must be provided to qualify for the tax exemption. Spirits Food and Friends will accept cash or major credit cards for final payment. Please be advised that personal checks are not accepted as payment under any circumstance. All Group Events will be assessed a 20% service charge as well as 10.5% sales tax.

CANCELLATION POLICY

Should cancellation of your event occur prior to 30 days before the scheduled date, your entire deposit will be refunded to you. Should the event be cancelled within 7 days of the event, 50% of your deposit will be refunded. The paid deposit will be retained should cancellation be finalized within 4 days of the event date.

**THE FOOD AND BEVERAGE MINIMUM
REQUIRED IS EXCLUSIVE OF STATE
TAX AND SERVICE GRATUITY.**

<p>\$2,500</p> <p>FOOD AND BEVERAGE MINIMUM FOR FRIDAY-SATURDAY EVENTS</p>	<p>\$1,500</p> <p>FOOD AND BEVERAGE MINIMUM FOR MONDAY-THURSDAY EVENTS</p>
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**ANY REMAINING BALANCES WILL BE
CONSIDERED PATIO RENTAL.**

**PLEASE COMPLETE THIS FORM IN FULL, SIGN AND RETURN WITH YOUR CREDIT CARD INFORMATION
TO SPIRITS FOOD AND FRIENDS MANAGEMENT TEAM -ATTN: MIKE KING - MIKE@SPIRITSCENLA.COM - 318-445-4491**

RESERVATIONS ARE NOT CONFIRMED UNTIL BOTH CREDIT CARD NUMBER AND COMPLETED AGREEMENT ARE RECEIVED.

I authorize my credit card to be used for the following services at Spirits Food and Friends: (Check all that apply)

All Services Event Deposit Food Beverage/Alcohol AV Equipment Rental Items

Other, list: _____

Circle type: VISA MasterCard Amex Discover

Account #: _____ Expiration: _____ / _____ CVV: _____

Client Acknowledgment: _____ Today's Date: _____

Signature indicates client has read, understands and complies with all Spirits Food and Friends policies. If this agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to Spirits Food and Friends that he or she has full authority to sign this agreement and that representation shall be binding in all respects.

IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED WITH FORM.