



# MASH HOUSE

BREWING COMPANY

4150 Sycamore Dairy Road • Fayetteville, North Carolina, 28303 • 910-867-9223

Event Coordinator, Amanda Rivera • [Amanda@TheMashHouse.com](mailto:Amanda@TheMashHouse.com) • General Manager, Steve Groveunder • [Steve@TheMashHouse.com](mailto:Steve@TheMashHouse.com)

## PRIVATE DINING CONTRACT

Client Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### UNDERSTOOD TERMS & AGREEMENTS

Please carefully review the following detailed information and initial after each clause:

**1. Food & Beverage Minimum:** Because our rooms are used for regular service if not reserved, our private event spaces require a food and beverage minimum which is to be met before the inclusion of tax and gratuity. To reserve a private space, the client agrees to spending minimum in accordance with preselected menus and beverage options. If the spending minimum is not met, a surcharge equal to the remaining balance will be added to the final bill to reach the required minimum amount. This surcharge is subject to tax and gratuity. The signer of this contract/the client is the required party to make sure the spending minimum is met, even if the party is paying by “separate checks.” Only food and beverages consumed in the event space will apply towards the spending minimum. Checks cannot be transferred from the bar to the event tab.

**Client Initials:** \_\_\_\_\_

**2. Guaranteed Guest Count:** The Client agrees to provide the Event Planner with a guaranteed guest count one week prior to the event date. All guests will be counted as consuming a meal. Children are charged the same as adults, in result if the children in your event wish to eat off kid menus, this information will have to be confirmed as well. If not specified in your final count, all children will be charged full price. After this date the guest count is allowed a 10% change in the number of guests. If final count is fewer than our minimum of 20 people, additional meals will be charged to the host bill to meet the 20 people minimum required. Parties falling below that range will have to pay for missing guests/meals. Any increases in guest count must be submitted to the Event Planner and are subject to approval based upon room capacity, staffing and menu availability. The requirement to pay for the guaranteed headcount is separate from and not effected by the spending minimum; because food has been purchased and prepared, these meals must be paid for even if the spending minimum is met.

**Client Initials:** \_\_\_\_\_

**3. Menu Selections & Service Type:** The client agrees to provide the Event Planner with final menu selection no later than 2 weeks before the event. After this date, any changes to the menu selection are subject to approval by the Event Planner/Management depending upon menu & staffing availability. If the menu selections are not submitted by date listed, the Event Planner will make the relevant selections for the group. Any allergies or special dietary needs must be discussed ahead of time with the Event Planner.

**Client Initials:** \_\_\_\_\_

**4. Deliveries and Holding Décor:** Due to limited storage space, materials cannot be received by The Mash House until the day of the event unless prior consent has been received. The Mash House is not responsible for decorating the space in any way except for what is provided by the restaurant. If any items are left after the event, they must be picked up by opening of business the following day. The Mash House does not guarantee the security of any items of items left or stored on site.

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**5. Décor/Cleaning Fee:** All decor must be approved by your Event Planner in advance. **Glitter, feathers, sand, confetti, balloons filled with confetti, and real-flame candles are prohibited.** If these items are brought into the restaurant, they will either be confiscated for the duration of the event or, if placed before The Mash House can cease use, the client agrees to pay a minimum cleanup fee of \$350, which will be applied to the final bill or to the card on file if damage is discovered after final payment or event conclusion. A cleaning fee may also be applied to any other actions taken place during your event that cause damage to property to include, but not limited to destruction of property, walls, floors, negligent breaking of glasses or dining ware, cake/cupcakes smudged into carpet, vomiting, etc. The client, or a representative for the event, may typically arrive 1 hour prior to decorate the space if The Mash House is notified.

**Client Initials:** \_\_\_\_\_

**6. Entertainment:** Any DJ's, Bands, or live music must be preapproved by The Mash House and is only allowed on the Private Patio. Music loudness must be contained to the private patio and The Mash House will request volume to be lowered if sound is flowing into the main restaurant. If such requests are not heeded, The Mash House reserves the right to stop all music or entertainment and/or cancel the event without refund.

**Client Initials:** \_\_\_\_\_

**7. Event Timing & Parking:** The event will begin and end promptly at the times indicated on this contract. To ensure readiness of rooms for all groups, all setup details must be confirmed with the Event Planner 3 days prior to event date. Guests who arrive early without approval from the Event Planner cannot be guaranteed access to the event space prior to scheduled event start times listed within. Our staff will help to ensure that the event proceeds in a reasonable, timely fashion. While we certainly understand that unexpected delays do arise on occasion, we ask that the client helps to ensure a prompt arrival of all guests so that THE MASH HOUSE can offer the most enjoyable experience possible. The Mash House is not responsible for any damages to or theft of parked vehicles or contents thereof.

**Client Initials:** \_\_\_\_\_

**8. Cancellations:** If the event is cancelled with 72 hours prior notice, there will be no fee. If the event is cancelled within 72 hours, there will be a fee of 10% of the total expected cost of the event. If the event is cancelled within 24 hours of the start time, The Mash House will charge for 100% of the total expected cost, tax, and gratuity. The Mash House shall not be liable for performance of this contract when non-performance is attributed to acts of God or weather emergencies, labor troubles or strikes, accidents, government regulations, travel restrictions, national emergencies, rapid deployment measures, or any other factors not within control of The Mash House. Cancellation fees will be waived if the contract must be terminated due to above causes.

**Client Initials:** \_\_\_\_\_

**9. Credit Card Information:** There is no deposit required to confirm this reservation, however, a credit card is required to secure the reservation time and room for your event. This signed contract without receipt of the credit card number listed above does not secure the reservation. The Mash House reserves the right to use the card provided on the contract to cover any additional charges.

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**10. Gratuity & Tax:** Gratuity of at least 22% is mandatory for parties of this size. All food and beverage charges are subject to 8% NC State Tax, except in the case of Tax-Exempt groups. Tax Exempt clients must provide the Event Planner with official documentation 1 week prior to the event. Tax and gratuity do not apply toward the food and beverage minimum discussed and listed above.

**Client Initials:** \_\_\_\_\_

**11. Final Payment:** All final payment is due at the completion of the event in cash or with a valid credit card. **Parties of 30 or more must be on 1 check for food. Anything more than 35 must be on one check for alcohol.** The Mash House cannot accept personal or corporate checks for final payment. Any requests for alternate payment arrangements are not possible if requested on the day of event. Any said alternate payment arrangements must be clearly defined and agreed upon by restaurant management in advance of event date.

**Client Initials:** \_\_\_\_\_

**12. Event and Attendee Conduct:** The Client, signor of this contract, or host agrees to be responsible for conduct of all persons in attendance and any damages incurred upon The Mash House or its guests by individuals associated with the event or representing the organization hosting the event. All federal, state, and local laws must be strictly adhered to. The Mash house reserves the right to inspect and regulate all private functions in accordance with established laws and policies. The Mash House will refuse alcohol service to any minor or person who cannot provide proof of age. The Mash House may discontinue bar service or discontinue the event without refund if laws and policies are not obeyed. Under North Carolina State ABC laws, NO OUTSIDE ALCOHOL except for bottled wine, may be brought into and served at The Mash House. If bottles of wine are brought in and served, there will be a \$10 per bottle corkage fee (\$20 fee for magnum sized bottles). Kegs may not be ordered for private functions held at The Mash House as they are only licensed to be consumed off-site.

**Client Initials:** \_\_\_\_\_

## ADDITIONAL ITEMS REQUESTED

- House Décor (black linens, white butcher paper, burlap, candles, greenery and silver or gold chargers)
- Gift Table
- Dessert Table
- Registration Table
- Extension Cords/Power Strip
- Use of TV for Presentation (Patio only)
- Specific Table Layout (Discuss with Event Coordinator, May be limited depending on group size).
- Other: \_\_\_\_\_



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## CONTACT

Client Name/Contact Person: \_\_\_\_\_

Onsite Contact (if different from above): \_\_\_\_\_

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

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

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

Guest(s) of Honor: \_\_\_\_\_

## EVENT

Event Title: \_\_\_\_\_

Date of Event: (Day of Week) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space Reserved (check all that apply) **ENCLOSED PATIO**  **OPEN PATIO**  **SEMI-PRIVATE**  **DINING ROOM**

Hourly Food and Beverage Minimum: \_\_\_\_\_ (before tax & gratuity)

Current Guest Count: \_\_\_\_\_

Guaranteed Guest Count Due \_\_\_\_\_ **(one week prior)**

## MENU

**SELECTION:** \_\_\_\_\_

Menu Header of your choice: \_\_\_\_\_

**Appetizers:** \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/grat.

Time to be served: \_\_\_\_\_ to \_\_\_\_\_

**Main Menu:** \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/grat.

Time to be served: \_\_\_\_\_ to \_\_\_\_\_

**Desserts:** \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/grat.

Cake Cutting Service +\$2 per person

Time to be served: \_\_\_\_\_ to \_\_\_\_\_

**Please note that outside desserts are permitted; for cakes brought in requesting cake cutting service for your guests, come with a cake cutting fee of \$2 per person. If host wishes to cut and serve themselves, no additional fee is added.**



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## Kegeator and Wine Satellite Bar

(exclusively on our enclosed patio)

Skip the wait and enjoy 4 of our 10 house crafted brews and select choice of wine all right there on the patio.

Please select four drafts and three wines, a sweet, red, and white.

### Kegeator Selection: Choose Four

1-2 Punch Hefeweizen [ ]

Copperhead Red Ale [ ]

Hoppy Hour IPA [ ]

Bantam Session IPA [ ]

Gatekeeper Porter [ ]

Static Line Stout [ ]

Patriot Pale Ale [ ]

Natural Blonde [ ]

### Wine Selection: Chose one of each

#### White Wine:

Sauvignon Blanc [ ]

Chardonnay [ ]

Pinot Grigio [ ]

#### Red Wine:

Cabernet Sauvignon [ ]

Pinot Noir [ ]

Malbec [ ]

Merlot [ ]

#### Sweet Wine:

Lambrusco [ ]

Moscato [ ]

Riesling [ ]



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### FINAL PAYMENT INFORMATION

- 1. One check; at the conclusion of the event, I wish to have the bill presented for review and on-site payment.
- 2. One check; I do not wish to see the bill and authorize all charges to be placed on the credit card provided.
- 3. SEPARATE CHECKS: At the conclusion of the event, I wish to have the itemized bill separated and presented to individual guests for payment. **Not available for groups of 30 or more.**

If you select separate checks, you must plan for the extra time it takes to process multiple credit cards. This extra time does NOT count as a “service error” and will increase your hourly spending minimum/room fee if it causes your group to go over your expected departure time. (Please make sure your guests are aware of the extra time it takes to process separate checks and notify them that they will need to have a credit card/debit card on hand to begin their check, even if they wish to pay the final amount via cash.)

### GRATUITY

- 22%
- 23%
- 25%

### ALCOHOL ORDERING

- 1. This event will offer a FULL BAR and all alcohol charges are to be placed on the main bill
- 2. This event will offer BEER & WINE ONLY and all alcohol charges are to be placed on the main bill.
- 3. **Not available for groups larger than 30** All guests are responsible for ordering and providing payment for their own alcoholic beverages. (Please notify guests that they will need to have a credit card/debit card on hand to begin their bar tab, even if they wish to pay the final amount via cash.)
- 4. Other specific terms regarding alcohol service have been discussed with the coordinator and are notated below.

I understand and agree to all terms listed herein:

EVENT COORDINATOR: Amanda Lynn Rivera DATE: \_\_\_\_\_

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CVV: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_