



# MASH HOUSE

BREWING COMPANY

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

Event Coordinator, Amanda "Mannie Rivera" • [Amanda@TheMashHouse.com](mailto:Amanda@TheMashHouse.com) • GM, 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 the 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 agrees to an additional hourly spending minimum per hour in accordance with the space on contract should they wish to extend past their scheduled departure.

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

**2. Guaranteed Guest Count:** The Client agrees to provide the Event Coordinator 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, as a 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. 10% of the final headcount will be charged the day of the event. Any increases in the guest count must be submitted to the Event Coordinator 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 Coordinator with a final menu selection no later than two weeks prior to 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 Coordinator.

**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 Coordinator 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 one 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. Explicit music of any genre is prohibited. If such terms are not heeded, The Mash House reserves the right to stop all music or entertainment and/or cancel the event without a refund.

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

7. **Event Timing & Parking:** The event will begin and end promptly at the times indicated in this contract. To ensure readiness of rooms for all groups, all setup details must be confirmed with the Event Planner 3 days prior to the 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 the 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 damage to or theft of parked vehicles of 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 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 with in control of The Mash House. Cancellation fees will be waived if the contract must be terminated due to the 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. Mash House reserves the right to use the card provided on the contract to cover any additional charges.

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



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**10. Gratuity & Tax:** Gratuity minimum of 22% is mandatory for private dining. 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 35 or more must be on one check for food. Parties of 30 or more 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 the event. Any said alternate payment arrangements must be clearly defined and agreed upon by restaurant management in advance of the 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. \$10 per bottle corkage fee for any outside wine. 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

- Standard Dress:** Black linens, white butcher paper, water glass, appetizer plate and silverware.
- Patio Casual Dress:** No linens or paper on the tables.
  
- House Décor:** Please circle all that apply.
  - Gold Chargers   Silver Chargers   Wooden Centerpieces   Greenery   Candles   White Linens +\$35 linen fee
  
- Additional Tables:** Please circle all that apply.
  - Gift Table   Registration Table   Dessert Table   Miscellaneous Table
  
- AV Services:** Please circle all that apply. Services include a \$25 AV FEE (*this does not go towards total spending minimum*)
  - Smart TV   Projector & Screen   Bluetooth Speakers & Microphone
  
- Desired Layout Options:** Please circle a desired layout. Desired layouts may be limited with your guest count. Our overall objective is to have a layout that is safe, comfortable and manageable for both guest and staff.
  - U- Shape 32 people   Patio- Large Diamonds 40 people   Rectangles of 6   Rectangles of 8   Rectangles of 10+



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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: **ENCLOSED PATIO** Client Initials: \_\_\_\_\_ **SEMI- PRIVATE** Client Initials: \_\_\_\_\_

**OPEN PATIO** Client Initials: \_\_\_\_\_ **MAIN DINING** Client Initials: \_\_\_\_\_

Hourly Food and Beverage Minimum (circle all that apply) Client Initials: \_\_\_\_\_

**\$300** **\$500** **\$250** **\$400** **\$100** **Other:** \_\_\_\_\_

Minimum Guest Count: \_\_\_\_\_ Maximum Guest Count: \_\_\_\_\_

Confirmed Guest Count: I agree to confirm the final count with the event coordinator one week prior to event date. Client Initials: \_\_\_\_\_

## Menu Selections

Appetizers: \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/gratuity

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

Main Menu: \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/gratuity

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

Desserts: \_\_\_\_\_ Priced at: \_\_\_\_\_ before tax/gratuity

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

- *Outside desserts such as cake and cupcakes are permitted. Requested cake cutting service of an outside cake +\$2 per person cutting fee.*  
Client Initials: \_\_\_\_\_



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### Kegeator and Wine Satellite Bar

(exclusively on our enclosed patio and or with all three spaces)

Skip the wait and enjoy four of our house crafted brews right there in your space with our kegeator satellite bar. Wine and cocktail selections are available if desired. There is no additional fee for this service or payment of alcohol in advance due.

Selections will be charged based on consumption.

### MASH HOUSE CRAFTED BREWS

8 oz \$4 | 16 oz \$6

- Natural Blonde**
- Copperhead Red Ale**
- Hoppy Hour IPA**
- Patriot Pale Ale**
- 1-2 Punch Hefeweizen**
- Oatmeal Stout**

### Cocktail Selections

- Fresh Margarita \$10**
- Old Fashioned \$12**
- Moscow Mule \$10**
- Lemon Drop \$10**
- Whiskey & Pepsi \$9**
- Vodka & Soda \$9**
- Gin & Tonic \$8**
- Other:**

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### Wine Selections

Glass/Bottle

- Biltmore Pinot Grigio 10/32**
- KJ Chardonnay 11/34**
- Caposaldo Moscato 12/34**
- Sebastiani Cabernet Sauv. 12/38**
- 1000 Stories Red Blend 13/40**
- Fess Parker Pinot Noir 16/53**



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## FINAL PAYMENT INFORMATION

- One check; At the conclusion of the event, I wish to have the bill presented for review and on-site payment.
- One check; I do not wish to see the bill and authorize all charges to be placed on the credit card provided.
- Separate Checks: At the conclusion of the event, I wish to have itemized checks presented to individual guests for payment. **Not available for groups of 30 or more.** If selecting separate checks, please anticipate 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 if it causes your group to go over your expected departure time. Please make sure your guests are aware of the 22% gratuity applied to their checks and the possible lengthy time it may take to complete this process. Having a credit card/debit card on hand to begin their check, even if they wish to pay the final amount via cash will help expedite this process.

## GRATUITY

**22%** Client Initials: \_\_\_\_\_ **23%** Client Initials: \_\_\_\_\_ **25%** Client Initials: \_\_\_\_\_

## ALCOHOL PAYMENT INFORMATION

- This event will offer a **FULL BAR**, and all charges will be placed on the main bill.
- This event will offer **BEER & WINE ONLY**, and all alcohol chargers will be placed on the main bill.
- Separate Checks: At the conclusion of the event, I wish to have itemized checks presented to individual guests for payment. **Not available for groups of 25 or more.** If selecting separate checks, please anticipate 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 if it causes your group to go over your expected departure time. Please make sure your guests are aware of the 22% gratuity applied to their checks and the possible lengthy time it may take to complete this process. Having a credit card/debit card on hand to begin their check, even if they wish to pay the final amount via cash will help expedite this process.

**Other:** \_\_\_\_\_  
\_\_\_\_\_

**I understand and agree to all terms listed herein:**

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

Client Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_