2022 EVENT CONTRACT

Please remember - your event is not officially on our calendar until we receive a copy of this completed contract

Event Coordinator Natalie Hague
301 N Pottstown Pike, Exton PA, 19341
484-875-6700
events_exton@chophousegrille.com

Name/Co: _____Contact Person: _____

Phone#: _____ Email: _____

Date of Event: _____ Time: _____ Room: _____

Event Type: _____ # of Guests Expected _____

Menu Selection: Group Menus & or Hors D'oeuvres need to be selected no later than one week prior to your event. We will try to accommodate last minute reservations with your understanding that certain items may be altered or unavailable. Groups of 15 or more must choose a prix fixe menu or a customized event menu that is arranged with the Event coordinator. We require your earliest advice of any dietary restrictions, food allergies, aversions, or intolerances. Lunch Menus are available for Events before 4:00pm.

___ Luncheon ____ Cocktail Party ____ Dinner Menu ____ Steak Add on ____ Accompaniments ____ Customized Menu

****Guarantee policy for sit down events:** A final guest count is due 3 business days prior to the event. If no guarantee is received we will consider the number of guests on this final contract to be the number. For all pre fixe events, should the actual number of guests fall below the guarantee, the client will be charged for the number of guests guaranteed but not in attendance.
Minimum: The minimum spend for any private event Sunday-Thursday after 4:00pm is $1000.
The minimum spend for any private event Friday-Sunday lunch (12:00-4:00) is $500.
The minimum spend for any private event Friday-Saturday after 4:00pm is $3,500.
There will be a 35$ bartender charge for an open bar and $25 for a cash bar.
Deposit: There is a deposit of $100 due at time of booking, with credit card on contract. In the event of cancellation your deposit will be sent back to you in the form of a gift card that can be used at any one of our PJ Whelihan's locations.
Billing: Final payment is due upon completion of this event. Final charges will include a 6% sales tax & 20% gratuity. Please advise on billing instructions.

___ One Check
___ Separate Checks
___ One Check paid by credit card on the contract
___ Other: _____

Cancelation policy: You must contact the Event coordinator no less than 7 days prior to your event or you will be charged the minimum spend requirement. If you have to cancel of the day of your event due to inclement weather we will waive the cancelation policy & attempt to reschedule. I agree to the cancelation policy:

SIGNED: _____DATE: _____

C.C: _____ C.C. #: _____

SEC:_____ EXP DATE: _____ ZIP CODE: _____

Thank you for choosing The ChopHouse Grille for your event!