

Event Coordinator Ms. Meredith "Mo" Clark  
301 N Pottstown Pike Exton PA, 19341  
Phone: 484-875-6700  
Email: [Events\\_Exton@chophousegrille.com](mailto:Events_Exton@chophousegrille.com)



## 2022 EVENT CONTRACT

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

Primary Contact: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

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

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

Number of Guests: \_\_\_\_\_

Please note that your event is not officially booked until this contract is completed.

**Menu Selection:** All menu selection need to be selected no later than **one week prior** to your event. We will try to accommodate last minute requests with your understanding that certain items may be altered or unavailable. Groups of 15 or more must choose a pre fixe menu or a customized event menu that is arranged with the Event coordinator. Please ensure that any dietary restrictions, food allergies, aversions, or intolerances are communicated as early as possible. Lunch Menus are available for events before 4:00pm.

Luncheon (before 4PM)       Dinner Menu       Customized Menu (Parties of 15+ only)  
 Steak Add-On       Accompaniment Add-On

**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:

There are minimum Food and Beverage charges that apply to each daypart selected. These charges are outlined in the chart below and **do not include sales tax and gratuity**. Minimums are subject to change.

**The Food & Beverage minimum is not a separate rental or administrative charge. It is the minimum amount required to be spent on food, alcohol, and non-alcoholic beverages.**

	Between 12-4PM	After 4PM
Mon – Thurs	No minimum	\$500
Fri	\$1,000	\$3,500
Sat	\$1,000	\$3,500
Sun	\$500	\$1,000

There will be a 35\$ bartender charge for an open bar and \$25 for a cash bar.

Thank you for choosing ChopHouse Grille for your event!

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**Deposit:** A deposit of \$100 is due at time of booking and will be applied to the credit card listed on this 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 PJWRG location.

**Billing:** Final payment is due upon completion of this event. Final charges will include a 6% sales tax & 20% gratuity. Acceptable payment forms include cash or credit card. Checks are not acceptable.

**Cancellation 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.

**Name:** \_\_\_\_\_ **Credit Card Type:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_ **CSV:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for choosing ChopHouse Grille for your event!