

## PRIVATE EVENT CONTRACT

Thank you for choosing to have your private event at The Candied Yam! We are delighted to assist you with making your special occasion event more memorable.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Private Event:** \_\_\_\_\_ **Type of Private Event:** \_\_\_\_\_

**Time of Private Event:** \_\_\_\_\_ **Number of guests (max capacity 50 guests):** \_\_\_\_\_

<b>Menu Selection:</b>	<i>See Attached Invoice</i>
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### ADDITIONAL SERVICES:

**Event Planner Name & Contact:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Decorator Name & Contact:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Professional DJ Name & Contact:** \_\_\_\_\_

**Load In: Out:** \_\_\_\_\_

**Outside Cake Vendor:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

To secure your date/booking, please review, initial, sign and return this completed **Private Events Contract** (including your signature) with the **non-refundable deposit of \$100**. Deposit can be made with cash, credit/debit card or business check. Your desired date will remain open until all required materials listed have been received.

**PAYMENT TERMS:**

The Candied Yam private event space is available for \$50 per contracted hour (including set up and tear down) with a minimum of two hours and includes one room host/hostess that will remain on premise for the duration of your function. The room host/hostess is **ONLY** responsible for making sure food & beverages are replenished as needed, assisting with any questions, making sure bathroom is well maintained. Guests are expected to vacate the facility by the contracted end time. Any additional time before or over scheduled contracted time will be charged \$75 per hour.

There is an 20% service fee assessed to all private events. \_\_\_\_\_ *(initials)*

Food & Beverage minimum of \$250 is required with rental. \_\_\_\_\_ *(initials)*

Client will work with The Candied Yam to provide menu selection and approximate number of guests (7 days) prior to the event date. Final guaranteed guest count and any revisions to menu will be due (5) days prior to event date. No decrease in guarantee is allowed after this time, however, increases are allowed up to (3) days prior to your event. If the guarantee is not given to The Candied Yam (5) days in advance, then The Candied Yam will use the last estimated number as the guarantee.

\_\_\_\_\_ *(initials)*

Final payment **MUST** be paid 3 days before your event with a credit card (plus 3% fee), business check (with prior approval), or cash, minus the initial non-refundable deposit.

\_\_\_\_\_ *(initials)*

**LIMITATIONS:**

The Candied Yam allows for flowers/vases, paper pop-ups, table top decorations, balloons in moderation, and streamers. The Candied Yam does not allow for glitter or confetti, taping or affixing anything to the walls. Violations of using glitter or confetti, taping or affixing anything to the walls will incur an additional \$100 fee, charged the day of event. \_\_\_\_\_ *(initials)*

Client agrees that this event is invite only and is NOT open to the general public.

\_\_\_\_\_ *(initials)*

Client understands that The Candied Yam is a smoke-free, drug-free, vape-free and weapon-free environment. \_\_\_\_\_ *(initials)*

No outside food or beverages can be brought into The Candied Yam with the exception for cakes and special desserts with prior approval. \_\_\_\_\_ (initials)

**LIABILITY:**

The Candied Yam will not assume any responsibility for the damage, theft or loss of any merchandise or articles left at The Candied Yam prior to, during, or following the contracted function including gifts, clothing, electronics, professional service equipment, etc. \_\_\_\_\_ (initials)

Client agrees to be responsible for any cleaning and/or repair of the facility or equipment required, due to negligence during the period of the time your guests or your contractor are involved in the contracted function. \_\_\_\_\_ (initials)

The Candied Yam strives to create a warm and inviting atmosphere for everyone. Guests deemed unruly or in violation of any part of this contract will be respectfully asked to leave the premise. Uncooperative guests will be escorted out by our friends at the Grand Rapids Police Department. \_\_\_\_\_ (initials)

**CANCELLATION POLICY:**

If client cancels the event more than (5) days prior to the event date, the client will forfeit the deposit, however no further charges will be incurred. If client cancels the event less than (5) days prior to the event the client's credit card on file will be charged 50% of the total party cost, minus the original deposit amount. \_\_\_\_\_ (initials)

*By signing this contractual agreement, it constitutes approval and acceptance of all details stated therein. This agreement will be valid and binding upon execution by both parties.*

**RESERVING PARTY**

**THE CANDIED YAM**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*For Authorized Personnel only*

<b><i>Deposit Collected</i></b>	<i>Date:</i>	<i>Amount:</i>	<b><i>Final Payment</i></b>	<i>Date:</i>	<i>Amount:</i>
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