

River Pointe Event Reservation Contract

Name of Event: _____ Date & Time Event: _____

Expected amount of Guests: _____ Time of arrival: _____ till: _____

Undersigned Name & Address _____

(responsible for payment) _____

Phone: _____ Fax _____ email: _____

Food Details: _____

Beverage Details: _____

Event Details, other: _____

Our room rental prices include our basic tables and chairs. Any additional items are charged on a per item basis. Bar Tenders, Waitstaff, special attendants or any additional labor will be extra charge. No outside food or beverages permitted. All outside vendors, decorations, entertainment and services must be outlined above and approved by River Pointe. Changes and final headcount must be given to Riverpointe no later than 10 days prior to the event, including Food and Beverage details. Fifty percent of the estimated event total is payable 10 days prior to event, the balance must be paid the day of the event. The room deposit is due at signing of contract and is not refundable.

Payment:	Amount	Date	Rec.by
Room Deposit			
50%			
Final Pmt			

**20% Gratuity and 7% sales tax added to food and beverage prices, as well as total package prices. No take out food on special events please.*

Contract Items	Details	rate	Am
1/2 Ballroom	weekdays	\$ 300	
Full Ballroom + Lounge	weekdays	\$ 600	
Saturday 6-12 PM	weekend	\$ 1200	
Veranda		\$ 100	
Board Room		\$ 40	
Pool & Cabana	private / non private	\$ 400 / \$ 100	
Bar Tender (required)		\$ 75	
Wait Staff ea.		\$ 45	
Food per Person			
Beverages			
		\$ 200	
Service Chrg 20% *		+ 20%	
Sales Tax 7%*		+ 7%	
	Total Estimate		\$

Client Signature: _____ Date: _____ R.P. sign: _____ Date: _____

Notes: