



## Boardwalk Billy's Raw Bar and Ribs

9005-2 JM Keynes Drive, Charlotte, NC 28262

PH: 704-503-7427 FAX: 704-503-4755

### Large Party Event Confirmation Contract

Thank you for choosing Boardwalk Billy's to host your event! In order to confirm your reservation and to assure the success of your event, please note the following:

- (1) A signed contract detailing the specifics of the event has to be finalized 72 hours prior to the event. This includes the final guest count and menu selections.
- (2) The room is not guaranteed until we receive a completed contract. The room is available on a first come first serve basis. This means if another group turns in a contract for the date and time you have requested, we will honor the first contract received.
- (3) There is a room minimum for the Lakefront Party Room. If the sales fail to meet the required room minimum, the card on file will be charged for the difference, excluding any gratuities. The room minimums are as follows:
  - Lunch (11am to 3pm): Mon to Fri \$200 / Sat to Sun \$400
  - Dinner (3pm to close): Mon to Thurs \$300 / Fri to Sun \$400
- (4) The room holds up to 40 guests; however, if your party exceeds 40 guests, we will provide you with dining room space outside of the party room. The room minimum will increase as follows: 41-50 people is an additional \$100; 51-60 is an additional \$200. We do not accept parties that exceed 60 guests. For example, if you book a party for 55 guests on a Friday night, the room minimum will be \$600.
- (5) We provide an adequate amount of servers based on the finalized head count. If less than eighty percent (80%) of the final guest count is not in attendance, there will be a \$10 per person no-show service charge. For example, if you confirmed 20 guests and only 15 are in attendance, you will be charged an additional \$50.
- (6) The room is reserved in 3-hour blocks. Additional time will increase the room minimum by \$100 per hour. Any additional time must be agreed upon when the contract is finalized and is subject to availability.
- (7) A credit card number and expiration date is required to hold the room. Any cancellations must be made 72 hours prior to the reservation date; otherwise the card on file will be charged \$200.
- (8) We accept American Express, Visa, MasterCard, and Discover cards.
- (9) An 18% service charge will be applied to all checks.
- (10) Decorations are allowed with the exception of confetti and adhesives that may damage surfaces.

Your signature below confirms you have read all the information on this contract and agree to the terms. Thank you.

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

Client Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_



## Large Party Information Sheet

### Confirmation Details

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Room minimum: \_\_\_\_\_  
(Based on day, time, guest count and time block)

### Table Setup

*We have two possible table setups to accommodate any party's needs. We can create one long table that seats up to 40 people or we can set up multiple tables of 7. Some people utilize our multiple table setups for groups who would like an open feel to mingle. One large table is utilized to maximize space and seating.*

Please Circle One

-One table

-Multiple Tables

### Menu Selection

*There are four different menu options for parties. Your guests may order off of our regular menu or you may create a customized buffet using our large party menu. You may also choose our hybrid option: providing guests with buffet appetizers, while allowing them to choose their entrees off of our regular menu. Another option is to provide a limited menu to your guests. This option is best for those who would like to give their guests choices, while staying within a budget. We tastefully leave prices off of the limited menu.*

Please Circle One

-Order off the regular menu

-Full buffet

-Appetizer buffet

-Limited Menu

Please list buffet items and quantities here:


## Special Accommodations

*We allow up to 30 minutes prior to your reservation to decorate. Decorations are allowed with the exception of confetti and adhesives that may damage surfaces.*

Will you be decorating for your event?

Yes

No

*A \$10 cake-cutting fee will be added for any desserts brought in from outside our premises.*

Will you be bringing your own desserts?

Yes

No

*A \$10 corking fee will be applied for champagne brought in from outside our premises.*

Will you be bringing champagne?

Yes

No

How will payments be processed?

Single check

Separate checks